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REGULATIONS
OF THE
U. S. DEPARTMENT
OF AGRICULTURE

FISCAL
PROPERTY
ADMINISTRATIVE



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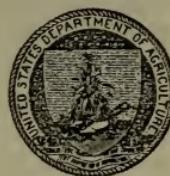


REGULATIONS

OF THE

UNITED STATES
DEPARTMENT OF
AGRICULTURE

FISCAL
PROPERTY
ADMINISTRATIVE



WASHINGTON
GOVERNMENT PRINTING OFFICE
1924

AMENDMENTS AND REPRINTS

Amendments to the fiscal, property and administrative regulations will be initially promulgated in the form of Secretary's memoranda. Promptly after their issuance the pages of the regulations containing the amended paragraphs will be reprinted in conformity with the change. The effective dates of amendment will be added in parentheses at the end of the paragraph or subparagraph affected. Reprinted sheets will be indicated by an R (Revised) following the page numbers; second or third reprints will be shown by 2-R, 3-R, etc. Where the content of the reprinted sheet exceeds that of the original, an extension sheet will be used, carrying the last page number of the original followed by *a* for the first extension, *b*, *c*, etc., for subsequent additions. An extension sheet, if reprinted, will carry an R—for example, 16*a*-R.

Reprinted and extension sheets will be promptly distributed for insertion in the loose-leaf binders. The revised or R sheets will replace old ones, while the extensions will be inserted after the proper page. Replaced sheets should be marked canceled across the face with red ink and filed in order at the end of the regulations, preferably following a colored division sheet.

The numbering of both pages and paragraphs of the regulations and laws will follow the following order:

Fiscal, 1 to 200.

Property, 201 to 400.

Administrative, 401 to 800.

Laws, 801 to 1100.

Index, 1101—.

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FISCAL REGULATIONS

OF THE

UNITED STATES
DEPARTMENT OF
AGRICULTURE



WASHINGTON
GOVERNMENT PRINTING OFFICE
1924

UNITED STATES DEPARTMENT OF AGRICULTURE,
Washington, D. C., September 28, 1922.

The honorable the SECRETARY OF AGRICULTURE.

SIR: The undersigned Advisory Committee on Finance and Business Methods submits herewith a draft of the revised Fiscal Regulations of the Department of Agriculture with the recommendation that they be issued effective October 1, 1922.

Respectfully submitted.

A. ZAPPONE, *Chairman,*
R. M. REESE,
ALEX. MCC. ASHLEY,
ROY HEADLEY,
*Advisory Committee on Finance
and Business Methods.*

Approved:

HENRY C. WALLACE,
Secretary of Agriculture.

UNITED STATES DEPARTMENT OF AGRICULTURE,
Washington, D. C., September 30, 1922.

Under the authority conferred upon the Secretary of Agriculture by law, the following regulations are prescribed to govern the fiscal transactions of the department. These regulations shall become and be effective on and after October 1, 1922, and shall supersede all prior rules, regulations, orders, and memoranda relating to the fiscal transactions of the Department of Agriculture.

HENRY C. WALLACE,
Secretary of Agriculture.

FISCAL REGULATIONS
OF THE
U. S. DEPARTMENT OF AGRICULTURE
ACCOUNTING

1. Terms Construed.—For the purposes of these regulations the following terms shall be construed, respectively, to mean:

(a) The department: The United States Department of Agriculture.

(b) The Secretary: The Secretary or the Acting Secretary of Agriculture.

(c) Bureau: Any bureau, service, independent division, independent office, or independent committee, or the library of the United States Department of Agriculture, the office of the Solicitor being an independent office, and the remaining subdivisions of the office of the Secretary, unless otherwise directed by the Secretary from time to time, together constituting a separate independent office.

(d) Chief of bureau: The administrative head of any bureau, service, independent division, independent office, independent board, or independent committee, and unless otherwise specifically indicated, the chief clerk of the department will, for the purposes of these regulations, be regarded as the administrative head of the office of the Secretary.

(e) Contingent fund: The appropriation for "Miscellaneous expenses, Department of Agriculture," of any fiscal year.

(f) Supplies: All articles purchased for official use, including equipment, materials, apparatus, and job work. (Law 802.)

2. General Authorizations by Secretary.—The Secretary, on or before the beginning of each fiscal year, will issue a general letter of authorization to each chief of bureau, authorizing him, during that year, within the terms of the appropriations for his bureau, and in conformity with law, the decisions of the Comptroller General, and the Fiscal Regulations, (a) to direct employees of his bureau to perform travel within the continental United States, in Alaska, and in the parts of Canada or Mexico contiguous to the United States, and to allow per diems in lieu of subsistence, when desirable, at rates fixed in accordance with the provisions of paragraph 37; (b) to issue purchase orders for supplies and for job work in amounts fixed in accordance with the provisions of paragraph 64; (c) to issue authorizations for the publication of advertisements, notices, and proposals in such newspapers or trade journals as will best serve the needs of the United States; (d) to incur such other expenses as may be necessary properly to carry on the work of the bureau; and (e) to empower his subordinates to direct travel and incur necessary expenses within the limits of the authority conferred on him by his letter of authorization from the Secretary. (Paragraph amended; effective May 11, 1925.) (Laws 831, 838, 839, 841, 845, 936, 949, 954, 956.)

3. Specific Authorization by Secretary.—The Secretary will issue specific individual letters of authorization in all cases involving (a) travel outside the continental United States, except travel in Alaska, and in the parts of Canada or Mexico contiguous to the United States; (b) travel and other expenses to be paid from the contingent fund of the department; (c) travel for the purpose of attending meetings or delivering lectures not otherwise provided for in the administrative regulations; and (d) travel by persons not in the employ of the Government in connection with or furtherance of proposed or current activities of the

department. (Paragraph amended; effective April 16, 1924. Second amendment; effective May 11, 1925.) (Laws 831, 834, 838, 839, 841, 845, 931, 936, 949, 954, 956.)

4. Bureau Authorizations must be Specific.—Each bureau letter authorizing travel will specify the points between which, or the area within which, travel is to be performed, the object of the travel, whether actual expenses or per diem will be allowed, the appropriation from which payable, and the permanent station and the temporary headquarters, if any, of the employee. Maximum expenditures under a letter of authorization shall be indicated in such letter or in a separate letter of allotment. If per diem in lieu of subsistence, or mileage in lieu of actual operating expenses of a personally owned motor vehicle is allowed, the rate must be fixed. (Laws 936, 949, 956.)

5. Administrative Examination and Payment of Accounts.—In order to secure a proper administrative examination of public accounts, before their transmission to the General Accounting Office for audit, the following procedure will obtain:

(a) All accounts, whether in the form of pay rolls, vouchers, or otherwise, shall be paid by the disbursing clerk, except freight accounts (see section b) and those authorized by sections (g) and (h) of this paragraph to be paid by fiscal agents outside of Washington.

(b) All freight accounts, after an administrative examination in the bureau to which they pertain, will be forwarded through the disbursing clerk of the department to the General Accounting Office for direct settlement.

(c) The administrative head of each bureau shall make a full and complete administrative examination of all accounts of his bureau; shall exercise every precaution to safeguard the expenditure of funds in conformity to law and to the necessities of the work of the

department; shall see that there is no waste or misapplication of funds or improper vouchering; and shall cause all members of his staff whose duties lie in this field to exercise the same precautions. Except as the Secretary shall otherwise direct from time to time, for the purposes of this section, the chief clerk of the department shall be the administrative head of the Office of the Secretary (exclusive of the Office of the Solicitor).

(d) In making the administrative examination the administrative head of the bureau shall:

(1) In case of compensation of an employee, verify rate of compensation, check the number of days of service and leave of absence with or without pay, and if the person concerned is about to retire from the service, ascertain his accountability for property.

(2) In case of travel expenditures, see that each item in the voucher is authorized by the letter of authorization or otherwise.

(3) In case of purchase of supplies, see that each item in the voucher complies with the requisition or contract of purchase, that each article has been delivered, and that the price is in accordance with the requisition or contract, or, if the purchase was in open market, that it was made in accordance with law.

(4) In case of all other accounts, see that each item in the voucher complies with the requisition or contract, fiscal regulations, and law applicable to such items.

(5) In all cases, see that unusual items or expenditures are sufficiently explained; suspend or disallow each item or portion thereof not covered by the requisition, contract, or letter of authorization, or not allowed by the fiscal regulations, or forbidden by law or by any decision of the Comptroller General; prepare waivers, when necessary, for the approval of the Secretary; see that computations and extensions are correct; see that applicable appropriations are available, and that un-

expended balances thereof are sufficient to pay all approved accounts; ascertain in each account the correct amount of such items as are proper claims against the United States, and approve only such items.

(e) After deducting amounts suspended or disallowed the administrative head of the bureau shall approve the account and transmit the same to the disbursing clerk for payment.

(f) After ascertaining that the approval of the administrative head of the bureau is genuine, that the extensions and additions are correct, that there is an appropriation out of which the account is legally payable, and that there is an unexpended balance of such appropriation sufficient for the payment, the disbursing clerk shall pay each account so approved and transmitted to him, subject to his right to obtain an advance decision of the Comptroller General.

(g) In each district of the Forest Service having headquarters outside of Washington, the Forester shall make a full and complete administrative examination, in the manner prescribed by section (d), by and through the district forester, of all the accounts of that district. Each such district forester shall ascertain the total of and approve the accounts for his district, as prescribed in section (e), and transmit the same to the bonded fiscal agent of his district for payment. After ascertaining the facts in respect thereto, as prescribed in section (f), the fiscal agent having headquarters outside of Washington shall pay each account for his district, so approved and transmitted to him, and send the same to the Forester.

(h) Accounts payable by special fiscal agents outside of Washington, pursuant to special authority from the Secretary, shall, after payment, be examined and approved by the administrative heads of the bureaus to which they, respectively, relate, in compliance with sections (d) and (e).

(i) Accounts paid by fiscal agents outside of Washington, pursuant to sections (g) and (h), shall be transmitted to the disbursing clerk of the department, who shall take off the totals to be carried to the appropriation ledger and shall forward such accounts, without audit, to the General Accounting Office. (Laws 864, 865, 866, 937.)

6. Claims for General Accounting Office Settlement.—The bureau accounting officers shall see that vouchers destined for settlement in the General Accounting Office are accompanied by all necessary information to permit final disposition of the claim. This information shall be on the voucher or permanently attached thereto and will include the following:

(a) Freight accounts must be accompanied by an accomplished bill of lading, a memorandum certificate in lieu thereof, or by other proper evidence of the performance of the service. Claims for storage included in freight accounts must be supported by a certificate setting forth the circumstances and showing the necessity for the expense. In the case of loss or damage to any part of the shipment a notation thereof should be made before the accomplishment of the Government bill of lading, and a statement of the facts and an estimate of the damage must be attached to the account if practicable.

(b) In the case of transfers of funds, vouchers must show on the face the correct title of the appropriation to be charged and of the appropriation to be credited, the date the order was placed, the date the service was rendered, a certificate (either on the voucher or on a paper attached thereto) of an officer of the department or bureau to whom funds are to be transferred, stating that the claim is correct and just and that settlement has not been made, a certificate of an officer of the department or bureau transferring the funds that the supplies have been received or the services rendered.

Whenever a reference or key number is used it should appear on the voucher.

These classes of vouchers, unless they include charges for freight lost or damaged in transit, will be scheduled to the disbursing office for direct settlement in the General Accounting Office as heretofore.

(c) All vouchers involving claims for loss or damage in transit, and all other vouchers involving disputed questions of law or fact, and vouchers covering claims for loss or damage to horses and other property used in official business will be forwarded to the Office of Inspection. In each case the voucher will be accompanied by a statement setting forth the facts in detail, the conclusion and recommendation of the chief of bureau, and by any statement the claimant may have made in support of his claim. The Office of Inspection will review and brief each claim and prepare it for transmission by the Secretary, through the disbursing office, either for advance decision by the Comptroller General or for direct settlement by the General Accounting Office.

No claim shall be forwarded to the General Accounting Office (Comptroller General) for advance decision until a statement shall have been secured from the bureau involved which, together with any statement made by the claimant in support of his claim, shall be attached to and made a part of the submission. (Laws 864, 865, 866, 937.)

7. Adjustment of Disallowances.—The chief of each bureau shall see that suspensions and disallowances in accounts approved by him are adjusted within a reasonable time. In case of any improper expenditure and subsequent disallowance of the same by the General Accounting Office, such steps shall be taken as may be lawful and appropriate to ascertain the responsibility therefor, and to recover for the Government the amount of funds misused, misapplied, misappro-

priated, or otherwise improperly expended. In case of dispute as to facts, the decision of the Secretary, after opportunity for hearing has been afforded to the individuals concerned, shall be conclusive upon the employees of the department. (Laws 864, 865, 866, 937.)

8. Accounting Forms.—The accounting forms used in the department will be those prescribed or approved by the Comptroller General. Such forms as have been standardized by the Comptroller General will be furnished by the Public Printer upon requisition.

9. Preparation of Salary Accounts.—When two or more employees are serving at the same field station their salary accounts may be rendered by the official in charge on a pay roll form. When serving alone an employee should render his salary account on a voucher form. The amount due at an annual or monthly rate, or for fractional parts of a month, should be ascertained from the Department Salary Tables. (See Appendix.) The exact period of service should be stated, with inclusive dates. If the salary be at an annual or monthly rate, Sundays and holidays will be included in the period of service.

The correctness of every service voucher as to the period of service and the actual performance thereof must be established by the certificate of the chief of bureau or other official designated by him, having immediate supervision of the service therein set forth.

In all cases of a new appointment, promotion, or reduction in grade involving a change in rate of compensation, or transfer from one bureau to another, sheet and line reference must be shown. In addition all vouchers covering services of employees who come within the retirement act of May 22, 1920, shall indicate absence without pay, with inclusive dates, changes in name or designation, and effective dates of promotion, demotion, resignation, termination of appointment, or other action which might affect the retirement record of the department. Similar information shall

also be indicated in the "Remarks" column of pay rolls opposite the name of the employee concerned. (Laws 864, 865, 866, 937.)

10. Preparation of Accounts for Rent, Supplies, and Services Other than Personal.—Every account, for rent, or for supplies furnished, or services (other than personal services) rendered by any person or persons not officially connected with the department or by any firm or corporation, should be stated in the name of the individual, firm, or corporation to whom payment is legally due. Accounts for rent of land, buildings, or rooms should contain a concise description of the premises rented, a statement of the period, with inclusive dates, for which payment of rent is claimed, and a specific reference to the lease, contract, or other written agreement upon which the claim is based. If no lease or formal agreement of any kind be involved, reference should be made to the letter of authorization under which the expense was incurred. If the premises be held under a lease, the voucher should be prepared in the name of the lessor, whether he be the owner or merely the agent for the company; if there be no lease, the voucher should be made in the name of the owner, whether individual, firm, or corporation. Accounts for supplies and services other than personal should be fully itemized, showing quantity and unit price, and the date of each item thereof should correspond with the date of actual delivery or performance. Accounts for rent or services (other than personal services) for fractional parts of a month, if charged for at a per annum or monthly rate should be computed on the basis of the number of days which actually occur in the month covered by the account. For example, in a 30-day month one-thirtieth of the monthly rate should be allowed for each day the premises were occupied or the service rendered, and in a 31-day month one thirty-first of the monthly rate should be allowed. (Law 937.)

11. Lost Checks.—Immediately upon the loss of a check the owner should notify the disbursing clerk or other fiscal agent of the department in writing, giving, if possible, the date, the number, and the amount of the check, in order that payment may be stopped immediately by that officer. He should then make every effort possible to trace the check through postal and other channels, which action, with the result thereof, should be made the subject of a supplementary report to the disbursing clerk or fiscal agent. In case the check is not found when the second report is made the party of interest will receive from the department a blank bond of indemnity for execution and return with an accompanying affidavit setting forth the circumstances attending the loss of the check. After the expiration of 30 days from the date of the original check a duplicate will be issued. In case a check reported lost is subsequently found, no attempt should be made to cash the same until the disbursing clerk, or other fiscal agent to whom notice of loss has been given, has been notified. (Law 829.)

12. Bonds.—Every employees whose duties require him regularly to receive and disburse money for the account of the United States will be placed under bond in a sufficient sum to protect the Government. In cases where the employee is called upon occasionally to transmit inconsequential sums to a receiving officer no bond will be required, but the chief of each bureau will be expected to see that bonds are procured in proper cases. The penalty of the bond of each receiving and disbursing officer will be fixed by the Secretary of Agriculture, giving consideration to the amount of cash and funds intrusted to the officer as an incident of his service, and of the safeguards and checks by which he is surrounded. The Secretary will approve all requisitions for funds where the amount requisitioned, together with the balance on hand, exceeds the penalty

of the bond: *Provided*, That unless previously authorized in writing such excess shall in no case be greater than twice the penalty of the bond unless an emergency exists, which fact must be clearly set forth in a letter accompanying the requisition and have the approval of the bureau chief. Employees of the Forest Service and Bureau of Public Roads may be temporarily detailed as special deputy fiscal agents under the supervision of a fiscal agent of the Forest Service for the purpose of making payments in cases of emergency. Such special deputy fiscal agents shall give bond to the United States and the fiscal agent jointly and severally in a sum not less than \$5,000; such bonds will be examined by the assistant to the solicitor and approved by the district forester before funds are placed to the credit of the deputy. In no event will the funds in possession of a special deputy fiscal agent at any one time be permitted to exceed the penalty of his bond. Special deputy fiscal agents' bonds, together with premium receipts and notices of renewal, will be filed in the office of the fiscal agent. The account of each deputy will be closed out as soon as the emergency for which he was appointed has passed, and in any such event such action will be taken on or prior to the date of expiration of his bond. (Paragraph modified; effective March 26, 1923.) (Laws 822, 823, 824, 825, 826, 827, 828, 875, 882, 903, 912, 916, 951, 968, 984, 995.)

COLLECTION PROCEDURE

Bureau.—The chief of each bureau shall exercise administrative supervision over all claims accruing to the United States from any activity of such bureau. He shall see that proper steps are taken to record the facts in each case and that the amount of each claim due the United States is promptly ascertained and a demand for payment presented to the debtor in the manner hereinafter indicated. In presenting a claim,

whether the amount be liquidated or unliquidated, bureau officers, except district officers of the Forest Service and others specifically exempted, shall prepare and forward Claim Forms *a* and *b* to the debtor. Forms *c* and *d* will be prepared at the same time and the former immediately forwarded direct to the Disbursing Clerk of the Department of Agriculture, Washington, D. C. Form *d* will be forwarded to the accounting office of the bureau concerned. In preparing Forms *a*, *b*, *c*, and *d*, when the amount payable is not liquidated in advance as in the case of property to be sold at auction, on consignment, or by board of survey, the blank following the dollar sign should be filled: "See account sales attached" or "See itemized statement attached." In each such case the deposit should be to the credit of the disbursing clerk's special account, and the letter should recite that the remittance was on account of (here should follow a complete statement of the claim, detailed and itemized in such manner that it will be possible for the bureau and the general accounting officers to verify any settlement tendered by the debtor). Should the form provide insufficient space, the details may be recorded on a separate sheet, copy of which should be attached to each form. These form letters of transmittal will be numbered consecutively and a record kept of the use, destruction, or disposition made of each number.

When notified by the disbursing clerk that a payment has been received, the bureau records will be completed to show the date and amount of payment and the Treasury account in which the amount was deposited. Should the deposit have been made in the disbursing clerk's special account the bureau will take prompt action to verify the amount of the remittance, and if the settlement is acceptable the disbursing clerk will be promptly instructed to transfer the amount to the credit of the proper appropriation or Treasury account.

In case of unreasonable delay or refusal of the public debtor to make payment, the bureau shall take steps to enforce collection, either by set-off, where that is possible, or by reference of the case to the director of personnel and business administration.

Disbursing clerk.—Upon receipt of Form *c* the disbursing clerk will enter in a record book the date of the claim and name of the debtor and a brief summary of the nature of the claim. He will then file Form *c* in an alphabetical file under the name of the debtor. Upon receipt of remittance he will complete the book record to show the amount received, date of receipt, the date of deposit in the Treasury, and the account to which the deposit was credited. Form *c* will be stamped to show the date of receipt and the amount received and will be forwarded to the General Accounting Office quarterly with the abstract of the money receipts.

Remittance will be deposited in the Treasury of the United States on the next business day after receipt, or as soon as possible thereafter. Deposits will be made to the account indicated unless such action is obviously in error, or the remittance differs from the demand, in which event the form should be changed to "disbursing clerk's special account," remittance so deposited, and the bureau requested to adjust the matter. After adjustment, the sum in question will be transferred to the credit of the proper account.

Unless otherwise requested by a bureau, the disbursing clerk will transmit to each bureau with his quarterly abstract of money receipts a list of all unpaid claims of record on his books for a period of 30 days or more.

13. Detail of Employees as Special Deputy Fiscal Agents.—Clerks, officers, or other employees of the Forest Service may be temporarily detailed to the office

of the district fiscal agents, as special deputy fiscal agents, under the direction of and subject to supervision of the district fiscal agent, for the purpose of making cash payments to fire-fighting and other crews; and, when necessary, these employees and employees of the Bureau of Public Roads may also be designated to act as special deputy fiscal agents under the district fiscal agents of the Forest Service for the purpose of making cash payments to laborers, and for the purchase of materials in case of emergency in connection with the construction and maintenance of roads and trails under the 10 per cent forest road and trail provision, section 8 of the Federal aid road act, general improvement funds, and, with the prior approval of the Secretary, specific cooperative funds deposited for road improvement work; all such special deputy fiscal agents to furnish bond in a sum not exceeding \$5,000 each, drawn in favor of the United States, said bond to be fixed by the Forester at an amount sufficient to cover any funds advanced. Such bonds shall be filed in the office of the Forester. (Laws 882, 903.)

14. Affidavits and Acknowledgments in Connection with Prosecutions.—Oaths, affidavits, and acknowledgments¹ for use in any prosecution or proceeding under or in the enforcement of any law com-

¹ Before me, ——, an employee of the Department of Agriculture of the United States designated by the Secretary of Agriculture under authority of the act of January 31, 1925 (Public 356—68th Congress), personally appeared ——, who deposes and says:

Subscribed and sworn to before me at —— on this —— day of ——, 19—.

Employee of the Department of Agriculture
designated under act of January 31, 1925.

mitted to the Secretary or the department, or any bureau or subdivision thereof, for administration, shall, whenever practicable, be administered or taken by or before an employee of the department, designated by the Secretary, and any such oath, affirmation, or affidavit when certified under such employee's hand and authenticated by the seal of the Department of Agriculture may be offered or used in any court of the United States and shall have like force and effect as if administered or taken before a clerk of such court, without further proof of the identity or authority of such officer, agent, or employee, but no officer, agent, or employee of the department shall demand or accept any fee or compensation whatever for the above service. When no such designated officer, agent, or employee of the department is available, oaths, affidavits, and acknowledgments should be executed (a) before a clerk of a United States court; (b) before a United States commissioner; (c) before a notary public; or (d) before a justice of the peace having authority to administer the same, preference being given to the officials in the order named. When executed before an officer not having a seal, a certificate from the clerk of the court or other officer having charge of the records of the appointment or election of the officer before whom the oath, affidavit, or acknowledgment is executed should be attached. When it is necessary to appear before a notary public or justice of the peace, notarial or justice of the peace fees will be allowed if not in excess of the legal rate authorized by the State laws at the time of the service. Payment of fees should not be made to clerks of United States courts or to United States commissioners, as these officers take credit for such services in stating their fee accounts against the United States, and no reimbursement will be made to departmental employees for such fees. (Laws 815, 1007.) (Paragraph amended; effective March 28, 1925.)

PERSONAL SERVICES

15. Appointment and Oath of Office.—Except temporary assistants and laborers outside of Washington employed, subject to civil-service rules, under letters of authority every person entering the service of the department will be appointed by the Secretary, and the rate of compensation, if any, will be specified. In no circumstances will an appointment be issued the compensation under which is payable from the contingent fund of the department, nor will an appointment be issued under any appropriation for service in the District of Columbia unless such appropriation contains specific authority for employment in the District of Columbia. An oath of office¹ must be executed and filed with the bureau before the first payment of salary will be made² in all cases of original appointment. After having subscribed to the oath of office an employee will not be required to renew such oath because of any change in status so long as his services are continuous, unless, in the opinion of the Secretary, the public interests require such renewal.

(Laws 802, 803, 804, 810, 816, 817, 818, 819, 833, 840, 847, 863, 898, 941, 943, 965, 976, 983, 988, 1006, 1007.) (Paragraph amended; effective March 28, 1925.)

¹ "I, _____, do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God."

² Oaths of office when required must be taken without expense to the United States. They may be taken before any officer having an official seal with authority to administer oaths either under United States statutes or local municipal law, and must be properly certified under the hand and seal of such officer. Oaths of office also may be taken before the chief clerk of the department or the chief clerk of any bureau or office thereof in Washington, D. C. Forest guards and other field employees engaged for temporary or occasional service, receiving compensation from lump-sum appropriations, are not required to take an oath of office. Where deemed administratively desirable such employees may, under bureau instructions, be required to subscribe to a declaration of their entry upon duty before a forest ranger or other commissioned employee of the Government. (See paragraph 422.)

16. Travel Expenses Incident to Reporting for Duty.—No assignment shall be made to a point other than the place at which permanent service is to be performed, for the sole purpose of securing for an employee payment of travel expense incident to reporting for duty at his permanent station.

17. Double Compensation.—No person occupying a position under the Federal Government, other than as a retired officer or enlisted man of the Army, Navy, Marine Corps, or Coast Guard, or as an officer or enlisted man of the Organized Militia or Naval Militia in the several States, Territories, and the District of Columbia, shall occupy a position in this department, nor shall an employee of this department occupy another position under the Federal Government, except as above enumerated, if the combined salaries of both positions exceed the rate of \$2,000 per annum, nor shall any officer or enlisted man, within the exceptions enumerated, whose retired or active pay amounts to \$2,500 per annum or more be appointed to any position in this department. But officers and enlisted men within

the exceptions enumerated, whose retired or active pay does not amount to \$2,500 per annum may be appointed to any position in this department the salary of which is less than \$2,500 per annum.

Irrespective of the salary involved no full-time employee of this department shall receive additional salary or pay for any other service in this department unless specifically authorized by law. (Laws 818, 819, 840, 863, 893, 965, 976, 988.)

18. Salary Rates.—A person serving the whole of any calendar month, who is paid on an annual or monthly basis, will be paid one-twelfth of the annual, or the full monthly salary, irrespective of the number of days that the month contains. Employees paid on a per diem basis will be paid for each day worked, including the last day of any 31-day month. (Law 893.)

19. February Salary.—A person entering the service during February, and serving continuously to the end thereof, who is paid on an annual or monthly basis, will receive a full monthly installment less as many thirtieths as there were days elapsed prior to date of entry. (Law 893.)

20. Thirty-first Day.—A person entering the service in any month other than February, on any day except the 31st of a 31-day month, and serving to the end thereof, who is paid on an annual or monthly basis, will be paid from the date of entry to the 30th day of said month, both dates inclusive; a person entering the service on the 31st day of a 31-day month will receive no pay therefor. (Law 893.)

21. Absence Without Pay.—The following rules will govern deductions from salary on account of absence without pay:

31-day month:

- (a) Deduct one day's pay for absence only on the 31st.

31-day month—Continued.

- (b) Deduct one day's pay for absence on the 30th and 31st.
- (c) Deduct two days' pay for absence on the 31st and any other one day between the 1st and 29th, both inclusive.
- (d) Deduct one day's pay and fraction for absence on the 31st and fractional part of any other day between the 1st and 29th, both inclusive.
- (e) Deduct only fraction of 30th for absence for fractional part of 30th and all of 31st.

30-day month:

- (a) Deduct one day's pay for each day's absence.

29-day month:

- (a) Deduct one day's pay for each day's absence between the 1st and 28th, both inclusive.
- (b) Deduct two days' pay for absence on the 29th.

28-day month:

- (a) Deduct one day's pay for each day's absence between the 1st and 27th, both inclusive.
- (b) Deduct three days' pay for absence on the 28th. (Law 893.)

22. Deduction of Pay for Sunday or Holiday Absence.—Pay will be deducted for absence on Sundays and holidays:

(a) When such days occur at the beginning of a period of leave without pay, and the employee was not actually on duty immediately preceding the Sunday or holiday.

(b) When such days occur within a period of leave without pay.

(c) When such days occur at the conclusion of a period of annual or sick leave and the employee, instead of returning to duty on the day following, enters upon a period of leave without pay.

(d) When such days occur at the conclusion of an indefinite period of leave without pay. (Laws 879, 881, 893.)

23. Allowance of Pay for Sunday or Holiday Absence.—Pay will be allowed for Sundays and holidays when such days occur:

(a) Within a period of annual or sick leave.

(b) At the beginning of a period of leave without pay if the employee was actually on duty the business day preceding such Sunday or holiday.

(c) At the end of annual or sick leave, or leave without pay granted for a definite period if the employee, returns to duty the first business day following such Sunday or holiday. (Laws 879, 881, 893.)

24. Sunday Pay of Per Diem Employees.—Per diem employees will not receive pay for Sundays unless service is necessary and actually performed, in which case the service must be certified to on the account by the supervising official. (Law 846.)

25. Legal Holiday Pay of Per Diem Employees.—Per diem employees within the United States holding permanent appointments will receive pay for legal holidays (the first day of January, the twenty-second day of February, the thirtieth day of May, the fourth day of July, the first Monday in September, the twenty-fifth day of December, such days as may be designated by the President as days for national thanksgiving, and days declared legal holidays by acts of Congress if such acts provide for pay to per diem employees) if in pay status on the business days preceding and following such legal holidays, i. e., on duty or on leave of absence with pay. Temporary per diem employees and those whose appointments read "for days actually employed" must actually perform service on the business days preceding and following such holidays in order to be entitled to pay therefor: *Provided*, That when any of the legal holidays herein mentioned falls on Sunday the

day observed as such shall be considered the legal holiday. (Laws 814, 846, 852, 853, 862.)

26. Salary for Services Terminating During Month.—An employee paid on a per annum or monthly basis, who permanently retires from the service without serving the whole month, is entitled to one-thirtieth of a monthly installment for each day on full-pay status, except for the 31st day of a 31-day month. (Law 893.)

27. Final Salary Payment; Conditions Precedent to.—Salary due employees in a pay status separated from the service by death, resignation, or dismissal, will be computed to cover the day on which the separation takes effect, unless the death, resignation, or dismissal falls on the last day of a 31-day month, in which event the 30th will be regarded as the terminal date. Final settlement of salary of persons in any way responsible for public property, unused scrip, or transportation requests, or who are in arrears to the United States in connection with an advance of public funds for traveling expenses, or for any other purpose, will not be made until evidence shall have been furnished showing that the property, unused scrip, or transportation requests have been satisfactorily accounted for, or the arrears paid, to the proper officer. (Laws 820, 893.)

28. Accounts Due Deceased Employees.—Accounts due deceased employees and payable to executors, administrators, or guardians, and accounts in favor of trustees, or other fiduciaries, must be accompanied by certified or photographic copies of letters testamentary, of administration, of guardianship, or of trusteeship, or by other evidence of a fiduciary character. An account due a deceased employee who died intestate and for whose estate administration is not required by the laws of the State in which the employee maintained his domicile at the time of death, may be paid to the legal representative of the deceased upon satisfactory evidence, under oath, as to the relationship of the

payee to the deceased, and as to the condition of the estate. An affidavit, prepared in the department in accordance with law, must be filed with the voucher covering the account.

29. Assignments of Salaries.—Assignments of salaries may be made by employees when absent on account of illness, annual leave, or official business, except as hereinafter prohibited. When an employee desires to make an assignment of his pay, under any of the circumstances enumerated above, he shall give to the disbursing clerk or fiscal agent a written order on a form provided for the purpose, showing the full name and address of the assignee, the period covered by such assignment, and whether it is desired that the amount be paid in cash or by check. Under no circumstances will any assignment or other order for salary be approved or honored by the disbursing clerk or a fiscal agent when in the nature of an assignment or other making over of salary for value received, or as security for a loan, or when made payable to loan brokers or companies, or agents thereof. (Law 911.)

30. Garnishments and Attachments.—No trustee process, garnishment, or attachment can be recognized by an employee of the department, in respect to moneys due creditors of the United States, and such processes are void as against public funds in the hands of disbursing officers.

TRAVEL EXPENSES

AUTHORIZATION

31. Authority to Travel Secured in Advance.—Specific written authorization should be secured before any travel is performed for the department. In a case of actual and extreme emergency, however, an account for expenses not previously authorized may be approved. (Laws 936, 949, 956.)

32. Form of Authorization.—Subject to the provisions of these regulations, a person traveling upon

official business of the department may be allowed actual traveling expenses, or a per diem in lieu of subsistence. (Laws 936, 949, 956.)

TRAVEL EXPENSES DEFINED

33. Actual Traveling Expenses.—Proper and legitimate actual traveling expenses are those usual and essential to the comfort of travelers, and, when authorized, may embrace any of the following items of expenditure, if actually incurred, provided that reimbursement for subsistence expenses shall in no case exceed \$5 a day:

(a) Fares upon trains, steamers, stages, or other usual modes of conveyance. Charges for fares incidental to travel by water must show whether meals are included. When there is a difference between the fares paid for journeys between the same points on two occasions during the same detail, an explanation of the larger amount charged in the account must be given.

(b) One double berth for each person, customary stateroom accommodations on steamers and other vessels, and seat in parlor or chair car, except as provided in paragraph 33 (r). When sleeping or parlor car accommodations are paid for in cash, the reimbursement account must show the points between which the service was rendered, whether seat, upper berth, or lower berth was occupied, the number of persons, and the initials of the railroad over which travel was performed.

(c) Porter fees on trains or coastwise, river, or lake steamers, not to exceed 25 cents for each car, or for each 24 hours or fraction thereof, where not prohibited by State laws.¹ (Subparagraph twice amended, effective August 18, 1924, and June 24, 1925.)

(d) Charges for excess baggage, where the excess weight consists of property to be used for public purposes.

¹ The State of Mississippi has an "Antitipping" law.

(e) Street-car, transfer-coach, and omnibus fares, if the charge is not in excess of locally prevailing rates. Personal transfers as herein provided between hotels when satisfactorily explained. Transfers of baggage when the charge is not in excess of locally prevailing rates: *Provided*, That an employee may properly choose his residence in a suburb of his official station, and personal transfers and transfers of baggage as herein provided will be allowed between such residence and the depot at his official station at the beginning and termination of official travel. When properly explained, storage charges may be allowed on baggage. In case of public necessity taxicab hire will also be allowed, but a satisfactory explanation of necessity must accompany claim. Taxicab hire will not be allowed in the following cases, which are not considered public necessities:

1. If the depot, hotel, or other place the employee is required to visit on official business is within walking distance.
2. If due to inclement weather.
3. If due to unfamiliarity with the city.
4. If due to the fact that hand baggage is being carried.

Provided, That street-car and other fares incurred between place of lodging or where meals are taken and place of duty shall be charged as an item of subsistence. (See pars. 33 (h) and 52.)

(f) The checking and portage of baggage at depots, hotels (where not prohibited by State laws¹), or docks upon arrival and departure, charges for checking not in excess of prevailing rates, and portage for each piece not to exceed 25 cents at docks and 10 cents in any other case. (Subparagraph amended; effective June 24, 1925.)

¹ The State of Mississippi has an "Antitipping" law.

(g) Customary fees to cabin, deck, dining-room, and bath stewards, not to exceed an aggregate of \$14 for each week, or a proportionate amount thereof for fractional parts of a seven-day period, in connection with any ocean travel; \$1 a day on river and lake steamers; and the hire of a steamer chair not to exceed \$1.50 for the trip. (Subparagraph amended; effective June 18, 1924.)

(h) Customary charges for subsistence (except as provided in 33-r) not to exceed \$5 in any one day.

Subsistence will include the following expenses incurred when absent from official station:

1. Meals. In the absence of explanation of necessity the following table will govern the allowance of charges for meals taken en route upon departure from or arrival at official station:

Breakfast when departure is before or arrival is after 8 a. m.

Dinner when departure is before or arrival is after 1 p. m.

Supper when departure is before 7 p. m. or arrival is after 6 p. m. (Subparagraph amended; effective February 10, 1925.)

2. Waiter fees not to exceed 30 cents per day where not prohibited by State laws.¹ (Subparagraph amended; effective June 24, 1925.)

3. Lodging, including personal use of room during daytime. A charge for lodging and a charge for sleeping berth the same night will be allowed only when satisfactorily explained.

4. Bath.

5. Laundry, cleaning and pressing clothes, not exceeding an aggregate of \$12 for each period of 30 days, or a proportionate amount for fractional parts of a 30-day period. Laundry periods will begin with the

¹ The State of Mississippi has an "Antitipping" law.

first day of travel as shown by each account, except that when two or more trips are covered by one account, the first day of each trip shall constitute the beginning of a period. Employees will enter charges for laundry, and for the cleaning and pressing of clothes in their reimbursement accounts on the dates of payment, and in the examination of such accounts the aggregate of all such charges within the aforesaid maximum will be allowed to the extent that subsistence expenses, including charges for laundry and for the cleaning and pressing of clothes, do not exceed the maximum authorized by law. Charges for laundry and for the cleaning and pressing of clothes shall not be brought forward from a previous account or trip. Subvouchers for laundry (laundry slips will be accepted as subvouchers) and for the expense of cleaning and pressing clothes must be submitted, or a statement made that to obtain them was impracticable. Charges for laundry at official headquarters will not be allowed.

6. Telegrams reserving hotel accommodations. Telegrams must be paid for in cash and will be added to the first day's hotel bill.

7. Transportation between place of lodging or where meals are taken and place of duty, except where no lodging is available at place of duty and the cost of transportation to nearest available lodging exceeds the expense of ordinary city street-car fare. (Subparagraph amended; effective July 8, 1924.)

(i) Expenses incurred for telegraph, cable, wireless, and telephone messages, when relating to the business for which the travel is being performed. Charges for long-distance telephone calls should show the points between which the messages are transmitted.

(j) Except as provided in paragraph 33 (r), special conveyance, such as livery, or the hire of a boat, bicycle, motor cycle, or automobile, when public or regular means of transportation are not available, or can not

be used as advantageously in the interest of the Government. When vehicles and drivers are hired, feed and stabling of horses, or care of vehicles, and the subsistence and lodging of the driver, will be allowed while absent from the headquarters of such vehicle and driver, if not included in the cost of hire, and it is so shown in connection with such items of expense.

(k) When specifically authorized, actual operating expenses (gasoline and oil) or mileage rates not exceeding 3 cents per mile for a motor cycle and 7 cents per mile for an automobile, for the use of personally owned vehicles in official work. Each account covering actual operating charges or mileage rates should be supported by a certificate setting forth (a) date of travel, (b) points between which performed, (c) actual number of miles traveled, (d) hour of departure from and arrival at official station, (e) that the distances stated are to the best of the employee's knowledge and belief correct, and that no public or regular means of transportation could be used as advantageously in the interest of the Government. Certificates covering actual operating charges should indicate in addition (f) that the charges for gasoline and oil were arrived at by actual measurement at both the beginning and the end of the official trip, and those covering mileage rates should show (g) the rate per mile and total charge. In addition to actual operating expenses (gasoline and oil) or mileage rates employees using their own vehicles in official work may be reimbursed for storage charges when storage becomes necessary at points other than official headquarters, and necessary tolls and ferry charges. Where it becomes necessary, by reason of breakdowns, impassable roads, or miring, to have vehicles towed partly, or, under extraordinary circumstances, entirely to destination, reimbursement may be made for reasonable expense of such towage, but all such charges must be fully explained, and each

case will be considered on its merit. (Subparagraph amended; effective July 9, 1924.)

(l) Employees in charge of field parties may, when duly authorized, hire horses and vehicles and, subject to civil-service rules, employ drivers, laborers, cooks, and other minor assistants for service in the field during an entire field season, and may also purchase camp outfits and subsistence supplies. Permittees and others fighting forest fires or rendering other service to the United States, in conjunction with employees of the department, while not formally in the employ of the departments, may receive their subsistence while so engaged in lieu of other compensation.

(m) Purchase of medicines for emergency personal use in connection with injuries or disabilities incurred while performing official work in remote localities, where provided for by statute.

(n) Stenographic or typewriting services in connection with correspondence or the preparation of reports.

(o) An employee assigned to temporary duty in one locality may be allowed usual subsistence expenses during the entire period of such assignment.

(p) The payment, when traveling in foreign countries, of customary and reasonable fees to guides, interpreters, and baggage porters.

(q) Emergency expenditures not enumerated in any of the aforementioned classes, such, for instance, as the employment of interpreters or guides when necessary, the payment in cash of extra fares on limited trains when delay would injuriously affect the public interests, express and freight charges, and the like. In each case, however, a statement showing clearly the nature of the exigency must accompany the reimbursement account.

(r) Whenever, for any reason, actual expenses, allowed under these regulations as incidental to travel such as hotel accommodations, meals, sleeping berth, stateroom, special transportation, and the like, are

incurred by an employee jointly with members of his family or other persons, the employee is entitled to and should claim reimbursement for one-half of the aggregate joint expense when accommodations are shared with one person, to one-third of such expense when accommodations are shared with two other persons, and to a similar proportion of such expense when accommodations are shared by a larger number of persons. All joint expenses must be paid for in cash and the total indicated in the reimbursement account, but claims should be made for the employees' proportionate share only. Subvouchers, when required, must be taken for the full amount paid. Accounts must indicate the number of persons sharing in the joint expenses. (See sample account for travel under actual expenses including joint items.) (Paragraph amended; effective April 17, 1924.)

(s) Employees taking, or returning from, annual or sick leave on Monday or day after holiday, who claim expenses for the preceding Sunday or holiday, will be required to show affirmatively the performance of official duties on that Sunday or holiday, and the place where such duties were performed. (Laws 886, 888, 935, 936, 949, 954, 956, 1005.)

34. Per Diem Rates.—Employees traveling on official business away from their designated posts of duty may receive a per diem allowance in lieu of subsistence. (Laws 936, 949, 956.)

35. Items Included in Per Diem in Lieu of Actual Subsistence Expenses.—Per diem allowances in lieu of subsistence include:

- (a) Meals.
- (b) Lodging.
- (c) Waiter fees.
- (d) Fees to dining-room and bath stewards on steamers: *Provided, however,* That an employee authorized to receive a per diem allowance in lieu of subsistence and

who is deprived thereof by paragraph 37 (c) while on a steamer where the transportation charges include meals may be reimbursed for such fees in accordance with paragraph 33 (g). (Modified; effective March 15, 1923.)

(e) Bath.

(f) Laundry.

(g) Telegrams reserving hotel accommodations.

(h) Transportation in cities or towns or equivalent expenses elsewhere between place of lodging or where meals are taken and place of duty: *Provided*, That where the cost of transportation between a place of duty at which lodging can not be obtained and the nearest available lodging exceeds the ordinary expense of street-car and similar transportation in cities and towns, such expense is not included in the per diem allowance, and if necessarily incurred and satisfactorily explained will be allowed as transportation. (Modified; effective December 27, 1923.)

(i) Other subsistence expenses. (Laws 886, 888, 936, 949, 954, 956, 1005.)

36. Items not Included in Per Diem in Lieu of Actual Subsistence Expenses.—Per diem allowances in lieu of subsistence do not include the following items, which are separately reimbursable:

(a) Railroad and steamer fares.

(b) Fees to cabin and deck stewards on steamers, and, where the transportation charges include meals and payment of per diem is prohibited by paragraph 37 (c), fees to dining-room and bath stewards. (Modified; effective March 15, 1923.)

(c) Sleeping berth.

(d) Stateroom on steamer.

(e) Seat in parlor or chair car.

(f) Street-car, transfer-coach, and omnibus fares where not incurred between place of lodging or where

meals are taken and place of duty, except as provided in paragraph 35 (*h*), if the charge is not in excess of locally prevailing rates. In case of public necessity, taxicab hire will also be allowed, but a satisfactory explanation of necessity must accompany claim. Taxicab hire will not be allowed in the following cases, which are not considered public necessities:

1. If the depot, hotel, or other place the employee is required to visit on official business is within walking distance.
2. If due to inclement weather.
3. If due to unfamiliarity with the city.
4. If due to the fact that hand baggage is being carried.

(Subparagraph modified; effective December 27, 1923.)

(*g*) Transfers of baggage when the charge is not in excess of locally prevailing rates: *Provided*, That an employee may properly choose his residence in a suburb of his official station, and personal transfers and transfers of baggage as herein provided will be allowed between such residence and the depot at his official station at the beginning and termination of official travel.

(*h*) Livery hire, stage fare, and other means of conveyance between points not accessible by railroad.

(*i*) Fees for checking baggage at depots and docks.

(*j*) Fees to Pullman, depot, hotel, and dock porters.

(*k*) Other expenses of transportation, including telegrams reserving Pullman accommodations: *Provided*, That payment of any fee herein mentioned in any State in which payment of such fee is prohibited by law will not be reimbursed. (See par. 33 (*f*).) (Laws 886, 888, 936, 949, 954, 956, 1005.)

37. Rules Governing Per Diem Allowance.—Per diem allowance in lieu of subsistence will be subject to the following rules:

(a) Each day of 24 hours will be considered as beginning at midnight. Per diem allowance for any day in which the employee is in a subsistence status less than 24 hours must be fixed separately and at a rate not to exceed \$1 if the subsistence status period is 6 hours or less, \$2 if more than 6 hours and not more than 12 hours, \$3 if more than 12 hours and not more than 18 hours, and \$4 if more than 18 hours. These special rates will apply to travel-status periods of less than a day occurring at the beginning or end of a continuous trip of more than one day. For trips of less than a day actual expenses only will be allowed. (Subparagraph amended; effective September 22, 1924.)

(b) Employees taking, or returning from, annual or sick leave on Monday or day after holiday, who claim a per diem allowance for the preceding Sunday or holiday, will be required to show affirmatively the performance of official duties on that Sunday or holiday, and the place where such duties were performed.

(c) Per diem in lieu of subsistence will not be allowed for any day, or fractional part thereof, during which an employee is in a camp or other place where meals are furnished by the Government, or on a ship on which the transportation charge includes meals.

(d) An employee assigned to temporary duty in one locality may be allowed a per diem in lieu of subsistence during the entire period of such assignment. (See also par. 33 (o).) (Laws 936, 949, 956.)

MISCELLANEOUS RULES GOVERNING TRAVEL

38. Registered Mail.—An employee whose permanent headquarters are Washington may, while temporarily absent therefrom, register official letters or packets without the payment of any registry fee; but such registered mail should be indorsed over his signature "Temporarily absent from Washington, D. C." (Laws 842, 844.)

39. Indorsement of and Payment for Telegrams; Identification Cards.—All official telegrams should be sent either "paid" or "collect," and be indorsed "U. S. Official Business, Government rate," except that telegrams pertaining to the Weather Bureau may, under rules and regulations prescribed by that bureau, be indorsed in such manner as to insure transmission at the special rates fixed by telegraph companies for all Weather Bureau business.

Telegrams from an employee in travel status to any point other than Washington, D. C., or his field headquarters, if a charge account with the telegraph company is maintained at such field headquarters, and all telegrams reserving hotel accommodations must be sent "paid" at Government rate and the cost thereof claimed by the employee in his personal reimbursement account, supported by a copy of the message.

Telegrams from field headquarters where charge accounts are maintained to any point other than Washington, D. C., should be indorsed "Paid, Government rate. Charge local office, Bureau of —, Department of Agriculture."

Telegrams from or to field headquarters where charge accounts are not maintained (except telegrams to Washington, D. C.) should be sent "paid" at Government rate and the cost thereof claimed by the employee in his personal reimbursement account.

Telegrams from an employee in travel status to Washington, D. C., or to his field headquarters, if a charge account is maintained at such field headquarters, should be sent "collect" at Government rate unless payment is demanded by the telegraph agent as a condition precedent to the sending of the message.

Unofficial telegrams from bureau officials to employees or other persons should be sent "collect" at commercial rates, due consideration being given to the importance of the message so that addressee may secure the advantage of deferred service rates.

Identification cards for official use may be obtained upon application through the chief of bureau to the chief clerk of the department.

40. Telegrams of a Personal Nature.—Except when sent by administrative officers for official purposes, telegrams regarding leave of absence, salary, or expense accounts, unless the money is actually needed in carrying out traveling instructions of official work, or telegrams regarding any other matters of a personal nature, are not public dispatches, and payment therefor is not authorized. Telegrams from employees of the department regarding the serious illness or death of employees are official.

41. Direct Routes.—Travel must be by the shortest practicable usually traveled route consistent with the object of the work to be done or the information to be acquired, and deviation therefrom must be explained. (See also par. 51.)

42. Room for Use on Official Business while Traveling.—Where rent of a room at a hotel or other place is necessary for transacting the official business of the department, and it is impracticable to use for that purpose a room engaged by a traveler for his lodging, a separate charge therefor will be allowed upon proper explanation of the facts in the account.

43. Custody and Use of Transportation Requests; Extra Fares.—Each employee to whom transportation requests are issued will be held responsible for the loss thereof and chargeable with the amount which may be required to be paid by the United States because of any improper use of the same.

All transportation requests remaining unused in the possession of an employee at the expiration of the limiting date must be returned to the bureau issuing same.

Transportation requests shall be presented by the traveler to the proper transportation companies in exchange for tickets or scrip books. Separate requests

will be used for parlor, chair, or sleeping-car accommodations. Through Pullman rates should be obtained in all cases where such rates are maintained, and transportation requests for Pullman accommodations should be issued entirely to destination of railroad ticket or to the point to which such accommodations will be required. Where a change of Pullmans en route is necessary, the employee should secure the usual transfer check from the Pullman conductor, for exchange at the Pullman ticket office for accommodations beyond the point where a change of Pullmans is made. Transportation requests should be used for all travel upon business of the department where the fare involved is \$1 or more. Transportation requests issued in exchange for stateroom accommodations on steamships or other vessels must show definitely in the description block the cost of the accommodation secured and if in excess of the lowest available rate, the signature of the traveler should be placed immediately beneath the stated value. If transportation request is issued to cover both fare and stateroom accommodations, the value of each service should be indicated.

In case of refusal to accept a transportation request by the agent of any transportation company, the fact and any attending circumstances should be reported to the chief of bureau. Transportation requests drawn on one appropriation must not be used for travel chargeable to another appropriation. Transportation requests must not be used to cover deviations from direct routes of travel in connection with leave of absence or other personal business, or to cover extra fares on limited trains. Such extra fares must be paid in cash.

44. Purchase of Scrip Books.—A scrip book when required for official use must be procured by exchanging transportation request therefor. (Law, 901.)

45. Use of Scrip Books.—Under no circumstances will employees use scrip books procured on transporta-

tion requests for travel on personal business. Occasional use of personal scrip books will be permitted if found convenient and advantageous to the Government, but reimbursement may be claimed for actual cost only; the constant use of personal scrip books on official business will not be allowed.

46. Reporting Purchase of Scrip Books.—The purchase of scrip books must be immediately reported on blanks provided for that purpose, when required by a bureau. Scrip books purchased as above indicated will be charged to the employee making the purchase, who will be held strictly accountable for their proper use and the correctness of the number of coupons detached.

47. Reporting Use of Scrip.—The use of all scrip must be reported in duplicate on forms provided for that purpose, such reports to accompany monthly reimbursement accounts, and separate sheets to be used for each book.

48. Refunds on Unused Portions of Tickets, etc.—Employees must forward to the chief of bureau or appropriate fiscal agent all unused tickets or scrip book covers having a redemption value. No refund collection should be attempted by an employee.

49. Subvouchers, when Required in Connection with Travel; Erasures and Alterations.—Subvouchers (receipts) should be written in ink or with indelible pencil when practicable. Subvouchers containing erasures or alterations in amount or rate will not be accepted unless such changes are initialed by the payee. Subvouchers must be submitted for:

(a) Livery and other special transportation. Subvouchers are required for amounts in excess of \$2 and must show the points visited and describe the services furnished; for example, "one horse and buggy," "two horses and wagon," giving the distance traveled or time employed and the rate charged therefor.

(b) Lodging. Subvouchers for lodging are required in all cases. Subvouchers for meals and lodging must state the beginning, ending, and the full period of the service, and the rate per day, week, or month. The day shall be considered as beginning with breakfast and ending with lodging, and is divided into four parts, to be designated as breakfast, dinner, supper, and lodging. If a higher rate for a fractional part of a day is charged, or extra charge is entailed for baths, horse feed, stabling, and the like, the additional and separate charges for such items should be shown on the sub-voucher. Receipts on hotel billheads will be accepted as subvouchers when stated so as to show the entire service, the period covered, and the rate.

(c) Rent of rooms for official business pursuant to paragraph 42.

(d) Meals. Subvouchers will be required for meals procured in the same city, town, or place for an extended period (a week or more), unless it be shown that they were paid for at the time obtained and not in a lump sum at the end of the period.

(e) Personal services. Subvouchers for personal services are required when the amount involved is in excess of \$2, and must show the character of the service rendered, the exact period covered, and the rate per hour, day, or week.

(f) Storage charges in excess of \$2.

(g) Supplies. Subvouchers will be required when the amount involved is in excess of \$2, and must show the kind, quantity, unit, and unit price of the supplies purchased. Charges for supplies on any one day at one point in excess of \$2 unsupported by subvouchers must show purchases from different dealers.

(h) Telegrams and cablegrams. Copies will be accepted in lieu of receipts and must be furnished in all cases.

(i) Laundry. (See par. 33 (h).)

(j) Express charges. Such charges must show the points between which the shipment moved, the separate weight of each package composing the shipment, the amount of charges paid, and give a brief description of the contents. If impracticable to submit the usual receipt of the company, a receipt on the form provided for that purpose will be accepted.

(k) Freight charges. Such charges on shipments not covered by Government bills of lading must be supported by the original receipt of the company and show original point of shipment, number and contents of packages, weight, rate, and the amount of charges. (Law 956.)

TRAVEL ACCOUNTS

50. Rendition of Accounts Involving Per Diem Allowance.—In accounts for per diem allowance the day and hour of beginning and ending travel must be clearly stated. If other expenses are included in the account, they should be stated in chronological order as the first items of the account, followed by the per diem statement. If no claim other than that for a per diem allowance is made, the statement should give the beginning and ending of the per diem period, and the total number of days, at the rate named in the authorization, should be stated. (Laws 936, 949, 956.)

51. Leave of Absence While Traveling.—Leave of absence taken while in a travel status must be entirely at the expense of the traveler. When official travel is discontinued at any point en route for the purpose of taking leave all allowances for per diem in lieu of subsistence, transportation, or other traveling expenses cease until official travel is resumed. If the traveler does not resume his journey at the point at which he took leave, then he shall not be deemed again in an official travel status until, after the expiration of his leave, he arrives at a point no greater distance from

his destination than was the point at which he took leave, and in no case shall the total expense to the Government for transportation be greater in amount or for a greater distance, nor the per diem or subsistence allowance be for a longer time, than the same, respectively, would have been had the traveler continued his journey uninterruptedly to destination. An itemized statement of the actual travel performed and the expenses incurred while not on leave should be made, and the day, hour, and point, respectively, of beginning and ending of leave and of resumption of the journey should be stated in the traveler's account. (Laws 936, 949, 956.)

52. Classification of Traveling Expenses.—The following classification of travel expenses will be of assistance to employees in preparing their reimbursement accounts:

SUBSISTENCE

Bath.

Fees to dining-room and bath stewards on steamers.
(Item added; effective March 15, 1923.)

Laundry.

Lodging.

Meals.

Personal use of room in daytime.

Telegrams reserving rooms.

Waiter fees.

Transportation in cities and towns or equivalent expenses elsewhere between place of lodging or where meals are taken and place of duty, except as provided in paragraphs 33 (h) and 35 (h). (Modified; effective December 27, 1923.)

TRANSPORTATION

Baggage transfers.

Street-car and other fares on official business when not incurred between place of lodging or where meals

are taken and place of duty, except as provided in paragraphs 33 (*h*) and 35 (*h*). (Modified; effective December 27, 1923.)

Checking baggage at depots, hotels, docks, etc.

Excess baggage.

Parlor-car seat fare.

Porter fees on steamers, sleeping or parlor cars, and at depots, hotels, and wharves.

Railroad, steamer, or stage-coach fare.

Rent of room for official business.

Sleeping-car fare.

Stateroom or berth on steamer.

Steward fees, cabin or deck.

Storage charges.

Telegrams reserving berth. (Law 936.)

53. Preparation of Travel Accounts.—Every claim for reimbursement of expenses incurred in traveling upon department business must be prepared in accordance with the following requirements:

(*a*) Expenditures should be stated in chronological order and with reference by numbers to the accompanying subvouchers.

(*b*) Reference by number and date must be made to the letter of authorization and amendments, if any, under which the expenses were incurred.

(*c*) Accounts covering expenses payable from two or more appropriations must show separately the items charged to each.

(*d*) Travel accounts must provide a detailed statement of travel performed, showing starting point, date and hour of departure from and arrival at official headquarters or temporary station, if any, and, when travel is continuous from one month to another, the location of the traveler at the close of the preceding month. All leave should be noted. An account covering a specific trip may be rendered at its conclusion.

(e) Charges for railroad, steamer, interurban, state-room, seat, or berth fares must show the points between which travel was performed, and the initials of the transportation lines.

(f) All transportation requests used during the period covered by the account must be listed on back of form. When no requests are used, that fact should be there stated.

(g) In all cases where payments of livery or other special transportation is made, a report, showing name of person furnishing same, the dates on which such expenses were incurred, and the points visited must accompany the reimbursement account.

(h) In case of items of expenditure appearing in a travel expense account which have no apparent relation to the usual and customary expenses of travel, the relationship of such items to the travel must be explained in a letter accompanying the account.

(i) Accounts covering travel in foreign countries must be stated in the currency of the country or countries in which expenditures are made, the total of all expenditures in each country to be converted into the currency of the United States at the exchange rates which prevailed at the time United States currency was converted into the currency of that country. When United States currency is converted into foreign currency, a certificate should, if practicable, be obtained from the bank or other institution where the conversion was accomplished showing the rate of exchange then current, and such certificate should accompany the reimbursement account or the impracticability of obtaining it set forth. Per diem allowances in lieu of subsistence which accrue during foreign travel should be claimed in the currency of the United States. (Subparagraph added; effective November 26, 1923.)

54. Reimbursement Accounts Must Be Sworn to.— Reimbursement accounts, consisting in whole or in

part of items of expenses actually incurred, must be sworn to when practicable, but charges for fees paid for administering oaths will not be reimbursed. Accounts consisting entirely of claims for per diem allowances in lieu of subsistence or resubmitted items need not be sworn to. If impossible to swear to accounts by reason of remoteness from officials authorized to administer oaths, or other causes, a certificate on honor, clearly setting forth the circumstances in the case, must be attached to the account in lieu of the omitted oath. (Law 940.)

55. Resubmission of Suspended Items.—Items suspended for explanation should be included as the last entries in the first voucher submitted after the receipt of notice of suspension, and must be accompanied by the required explanation and the letter asking therefor, but suspended items occurring in the last month of a fiscal year or where no further travel accounts are anticipated should be restated in a separate account, which need not be sworn to.

56. State Taxes.—Items in reimbursement accounts covering purchases of supplies upon which, under a State law, the consumer pays a tax, will clearly indicate that the price charged is exclusive of all State taxes. No payment of such taxes will be made, and employees making such payments can not be reimbursed therefor.

57. Advance of Public Funds.—Public funds will be advanced to officers and employees for the payment of traveling expenses and of other expenses incurred during travel or at field stations, payment of which by a disbursing officer of the department is rendered impracticable by demand for immediate payment or other cause.

Advance of funds will be made only upon the filing of formal application therefor with the disbursing clerk (Voucher Form 100), approved by a chief of bureau or other authorized official, who shall have determined the

amount to be advanced, not exceeding \$500. Applications for advances in excess of \$500 must be approved by the Director of Personnel and Business Administration. Except in unusual cases advances should not be requested or approved in connection with trips the cost of which will be less than \$50. In no case shall an advance exceed \$1,000. A copy of the letter of authorization under which an advance is sought must accompany the application. Employees desiring an advance will be required to file a surety bond in favor of the United States in the penal sum of \$1,000, the surety on which shall be one of the bonding companies approved by the Treasury Department.

Officers and employees whose accounts are paid by a district or other fiscal agent should submit their applications for advances of funds to the disbursing clerk through the proper fiscal agent and the Washington office of the bureau concerned with the necessary surety bond.

Additional advances may be obtained by employees in a travel status in amounts to be determined by (a) the chief of bureau, if the total balance due the United States is not thereby increased to an amount exceeding \$500; and (b) the Director of Personnel and Business Administration, if such additional advances create a balance in excess of \$500 but not more than \$1,000.

Expense accounts (Voucher Form 101) accounting for the expenditure of funds advanced must be rendered promptly at the close of each month or at the termination of a specific trip. Unexpended balance of funds advanced will be surrendered upon the demand of the disbursing clerk.

Necessary instruction for accounting for moneys advanced will accompany each advance, and accounting forms will be supplied by the disbursing clerk. (Paragraph amended; effective May 16, 1925.) (Laws 822, 864, 865, 866, 882, 903, 936, 937, 949.)

SAMPLE FORMS

SAMPLE ACCOUNT FOR TRAVEL UNDER PER DIEM ALLOWANCE

Date 1921	Items (Enter but ONE item on a line, and show WHERE expense was incurred)	Sub- voucher No.	Amount	
			Dolls.	Cts.
	<i>Fill in form on back of this voucher, showing all transportation requests used.</i>			
May 1	Left Washington, D. C., 1.25 p. m. Railroad fare, Washington to Chicago, transportation request 646683. Lower berth, Washington to Chicago, transportation request 646684. Street car to station, Washington.....		08	
	Station porter, Washington.....		10	
2	Pullman porter, Chicago.....		25	
	Station porter, Chicago.....		10	
	Street car, station to hotel, Chicago.....		08	
	Auto to points not otherwise accessible.....	1	15	00
3	Street car fares, Chicago—4 at 8 cents each.....		32	
4	Street car hotel to station, Chicago.....		08	
	Station porter, Chicago—2 pieces.....		20	
	Railroad fare, Chicago to Washington, transportation request 646685. Lower berth, Chicago to Washington, transportation request 646686.			
5	Pullman porter, Washington.....		25	
	Station porter, Washington.....		20	
	Street car, station to home, Washington.....		08	
	Arrived Washington 4.40 p. m.			
	Per diem account			
	May 1—1 day at \$2.....		2.00	
	May 2 to 4—3 days at \$4.....		12.00	
	May 5—1 day at \$3.....		3.00	
	Total per diem.....		17	00
	<i>(Note.—Street car fares herein claimed were not incurred for transportation be- tween place of lodging or where meals were taken and place where duty was performed.)</i>			
	Total amount claimed.....		33	74

SAMPLE ACCOUNT FOR TRAVEL UNDER ACTUAL EXPENSES

Date 1921	Items (Enter but ONE item on a line, and show WHERE expense was incurred)	Sub- voucher No.	Amount	
			Dolls.	Cts.
	RE Fill in form on back of this voucher, showing all transportation requests used.			
May 1	Left Washington, D. C., 1.25 p. m. Railroad fare, Washington to Chicago, transportation request 703901. Lower berth, Washington to Chicago, transportation request 703902. Street car to station, Washington----- Station porter, Washington----- Supper en route----- Waiter fee-----		08	
			10	
			1	35
				15
2	Breakfast en route----- Pullman porter, Chicago----- Station porter, Chicago----- Street car station to hotel, Chicago----- Dinner, Chicago----- Auto to points not otherwise accessible----- Supper, Chicago----- Waiter fees-----		80	
			25	
			10	
			08	
			50	
		1	15	00
			90	
			30	
3	Breakfast, Chicago----- Dinner, Chicago----- Supper, Chicago----- Waiter fees----- Street car fares, Chicago—4 at 8 cents each-----		75	
			50	
		1	00	
			20	
			32	
4	Breakfast, Chicago----- Dinner, Chicago----- Lodging, Chicago—May 2-3----- Street car, hotel to station, Chicago----- Station porter, Chicago—2 pieces----- Railroad fare, Chicago to Washington, transportation request 703903. Lower berth, Chicago to Washington, transportation request 703904. Supper en route----- Waiter fees-----	2	75	
			60	
			5	00
			08	
			20	
			20	
5	Breakfast en route----- Dinner en route----- Pullman porter, Washington----- Station porter, Washington----- Street car, station to home, Washington----- Arrived Washington 4.40 p. m.		75	
			1	30
			25	
			20	
			08	
	Total amount claimed-----		33	09

Form 4b.

Use one side only.

Approved by the Comptroller of the
Treasury May 28, 1914.

No. 1

SUBVOUCHER FOR SUPPLIES, LIVERY AND MISCELLANEOUS SERVICES,
AND EXPENSES

U. S. DEPARTMENT OF AGRICULTURE,

To *Central Garage, Dr.*Address: *Chicago, Ill.**May 2, 1921.*For auto and driver to near-by points in country not otherwise
accessible.

5 hours, at \$3 per hour.....	15 00
Total.....	\$15 00

To be completely filled in before signature by payee, and there must
not be any erasure or other alteration whateverRECEIVED IN CASH this 2d day of *May, 1921*,
from *John Doe, Fifteen and = dollars*, in full of the
above account, which I certify to be correct.Do not sign in
duplicate.(Signature) *Central Garage,*
(Title) *R. C. Johns, Driver.*

Witness to signature by mark.

(Name.)

(Address.)

106269°—24†—4

SUBVOUCHER FOR MEALS AND LODGING

Form 4b.
Approved by the Comptroller of the
Treasury May 28, 1914.

\$5.00.

(To be completely filled in before signature by payee,
and there must not be any erasure or other altera-
tion whatever.)

RECEIVED IN CASH of *John Doe*, U. S. Department of Agriculture, *Five and $\frac{0}{10}$ dollars*, for
lodging from *May 2, 1921*, to *May 3, 1921*, inclusive.

Time covered, 2 days, at \$2.50 per day.

If charge for fractional part of day is
greater in proportion it must be
explained HEREUNDER.

I certify the foregoing to be correct.

(Signature) *Hotel Planters.*
(Title) *R. C. Brown, Clerk.*
(DO NOT SIGN IN DUPLICATE)

SUBVOUCHER FOR MEALS AND LODGING

Form 4b.

Approved by the Comptroller of the Treasury
May 28, 1914.

\$19.25

No.
 City or town, *Indianapolis, Ind.*
 Name of hotel, *Washington.*
 Date, *May 5, 1921.*

(To be completely filled in before signature by payee,
 and there must not be any erasure or other altera-
 tion whatever.)

Received in cash of *John Doe*, U. S. Department of Agriculture, *Nineteen and $\frac{2}{5}$ dollars*,
 for meals and lodging from *supper, May 1, 1921, to breakfast, May 5, 1921*, inclusive.
Time covered, 3 3/4 days, at \$5.00 per day.

If charge for fractional part of day is
 greater in proportion, it must be
 explained HEREBUNDER.

B. & D., 75 cents each.
Supper, \$1.00.
Lodging, \$2.50.

I certify the foregoing to be correct.

(Signature) *Hotel Washington.*
 (Title) *A. B. Smith, Clerk.*
 (DO NOT SIGN IN DUPLICATE)

Dept. Form No. 5
(Approved by the Comptroller of the Treasury May 28, 1914)

U. S. DEPARTMENT OF AGRICULTURE

VOUCHER NO. - - - - -
(Do not sign in duplicate)

(Bureau, Division, or Office)

PUBLIC VOUCHER FOR PURCHASES, AND SERVICES OTHER THAN PERSONAL

Appropriation: -----

The United States, to W. L. Swayze, Dr.

Bureau Voucher No. -----

(The submission of accounts on this form without consulting instructions on the back hereof may delay payment)

Catalogue or list	Authority		Date of delivery or service	Articles or services	Quan- tity	Unit price	Amount	Payee must not use this column
	No.	Date						
G. S. C; 1004-4	1056	Aug. 8, 1921	Aug. 10	Baskets, wire, less per cent.	120	1	\$0.625	67 50
1010-a		do		Blotters -	1 dz.	dz.	2.59	2 59

1016-1a		<i>Books, blank, 100 pages.</i>	10	1	16	1	60	
1032		<i>Brushes, mucilage -</i>	10dz.	dz.	.35	3	50	
		Total				75	19	

I certify that the above bill is correct and just, and that payment therefor has not been received.
 (Do not sign in duplicate)
 (Bill must be completely filled in by payee before certification, and
 there must not be any erasure or other alteration whatever)

I certify that the above articles have been received by me in good condition and in the quality and quantity specified, or the services performed as stated; that they were necessary for the public service and in accordance with the orders therefor; that the prices charged are just, reasonable, and in accordance with the agreement, or that they were secured in accordance with No.--- of the method of advertising and under the form of agreement lettered ---, as shown on the reverse hereof.
 (Any notations made in spaces provided therefor on the back of this
 voucher become a part of this certificate)

Account submitted for ----- \$75.19
 Differences ----- \$----- (Signature) -----
 Approved for ----- \$75.19 ----- (Title of approving officer)
 Paid by check No.----, dated ----, 19--, on the Treasurer of the United States in favor of
 payee named above.

Examined
by

(Title) -----

(Signature) -----

(Title of certifying officer)

(Signature) -----

(Title of certifying officer)

(Signature) -----

(Title of certifying officer)

No.	Name	Title	Dates												Meals	Lodgings	Total						
			May 9			May 10			May 11			May 12			May 13			May 14					
			B.	D.	S.	L.	B.	D.	S.	L.	B.	D.	S.	L.	B.	D.	S.	L.	B.	D.	S.	L.	
1	John Jones	Laborer	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I		
2	W. G. Brown	do	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I		
3	C. S. Green	Arman	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I		
4			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
5			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
6			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
7			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
8			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
9			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
10			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
11			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
12			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
13			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
14			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Totals																			60	12			
			2	2	3	2	3	3	2	3	3	2	3	3	2	3	2	3	2	2			

STATION AND FIELD EXPENSES

58. Ordinary Station Expenses Defined.—Officials in charge of stations will be given letters of authorization to incur such station expenses as may be necessary to the proper and efficient transaction of the business with which they may be charged. The phrase "station expenses" will be construed to embrace the following items:

- (a) Express, freight, drayage, and similar charges on public property.
- (b) Necessary postage on official matter, including special delivery and registration fees on public property and official communications.
- (c) Necessary repairs to public property and storage charges on same.
- (d) Telegraph and telephone messages on official business.
- (e) Stationery (except envelopes), small articles, and such other items as may be necessary and incidental to the proper conduct of the office, including gas, electric current, oil, fuel, ice, soap, towels and washing same, towel service, matches, brooms, water, ink, mucilage, and janitor service subject to the civil-service rules.

In special cases letters of authorization to incur station expenses may also include office or laboratory rent; rental of tools, implements, and machinery; rental of telephone; post office box rent; the purchase of furniture, street car fares when traveling on official business at official station; and such unusual expenses as may be necessary to the proper conduct of the work.

59. Animals and Motor Vehicles Furnished by Forest Officers; Subsistence, Housing, and Hire.—Officers or employees of the Forest Service of any grade or salary may, in the discretion of such officers as the Forester may designate, be required to furnish saddle and other animals, or motor vehicles, and equipment,

necessary for the performance of their official business. All animals, vehicles, and equipment so furnished will be furnished under a contract of hire which will be in writing.

If an emergency should develop requiring the use of additional animals, motor vehicles, or equipment not covered by written contract, officers or employees of the Forest Service of any grade or salary are required to furnish such additional animals, motor vehicles, or equipment as may be necessary for emergency fire fighting, trail building, or other official business. If such animals, motor vehicles, or equipment be lost, damaged, or destroyed while in use on official business, the owner, upon proper proof, may be reimbursed therefor in the discretion of the Secretary of Agriculture, under the provisions of the act of March 4, 1913.

Forage for animals will be furnished and mileage for motor vehicles will be paid while being used on official business. Housing of animals and vehicles will also be furnished in whole or in part by the Forest Service as may be deemed equitable by the Forester. (Law 945.)

59.1. Reimbursement for Private Property Lost or Damaged Through Negligence of Employee.—Claims submitted under the act of December 28, 1922 (42 Stat. L. 1066), authorizing the heads of Government departments or establishments to determine claims not exceeding \$1,000 on account of damage to or loss of private property through the negligence of officers or employees of the Government acting within the scope of their employment, shall be prepared for presentation in the following form:

Date _____
The SECRETARY OF AGRICULTURE,
Washington, D. C.

I present the following for consideration under the provisions of the act of December 28, 1922 (42 Stat. L. 1066):

CLAIM FOR _____ PRIVATE PROPERTY

[Insert "loss of" or "damage to."]

1. Name and address of claimant _____
2. Amount of claim _____
3. Date of loss or damage _____
4. Name of employee causing damage _____ Title _____
5. Bureau, office, or service in which employed _____
6. Location at which loss or damage occurred _____
7. Description of property lost or damaged _____
8. Use being made of property when loss or damage occurred _____
9. Character of damage _____
10. Full circumstances surrounding damage _____
11. Liability of officer or employee _____
12. Method by which value of lost property or amount of damage was established (if appraisals, receipted bills, or other evidence is relied upon to establish value, the supporting papers should be marked exhibits and referred to in the statement under this heading) _____
13. Names and addresses of witnesses of the accident or event resulting in the damage, or of the principal witnesses in case of a considerable number _____
14. Was property insured? _____ If so—
 Amount _____
 Name and address of insurance company _____
 Insurance paid? _____
 Application for insurance—
 Filed? _____
 Pending? _____
 Rejected? _____

If no application filed, state reason _____

Claimant's certificate: I certify that to the best of my knowledge the above is a correct statement of the circumstances surrounding the damage sustained by me, as set forth in the above claim; that the amount claimed is a fair measure of damage sustained; and that I am not aware of any material fact contributing either directly or indirectly to the cause of said damage which is not particularly set forth herein or in attached papers.

[Claimant.]

Every claim should be plainly stamped with the date of its receipt and will be filed directly with the Secretary. After preliminary examination and such investi-

gation as may be directed it will be referred to the bureau or office concerned for a report on the case which shall comprehend—

(a) Verification of the name and official title of employee whose negligence is alleged.

(b) Designation of the names and addresses, so far as they can be ascertained, of witnesses of the accident or event resulting in the damage or of the principal witnesses in case of a considerable number.

(c) Designation of the name and official title of the employee or employees who viewed the damaged property for the purpose of estimating the amount of the damages.

(d) Recommendation as to allowance, including statement whether employee whose negligence is alleged was acting within the scope of his employment.

(e) In case of affirmative recommendation, statement whether the negligent employee has been subjected to disciplinary action of any kind or whether such action is contemplated; and in the negative event the reason for the omission.

The bureau will transmit claim and report to the Secretary's office, whence the papers will pass to the solicitor, who will consider them and present to the Secretary his opinion on any legal question involved. After determination and adjustment the claim will be filed in the Secretary's office and notice of the action taken will issue to the interested bureau. (Paragraph effective May 3, 1924.) (Laws 1000.1.)

60. Reimbursement for Private Property Lost or Damaged While in Official Use.—Every claim for reimbursement under the act of March 4, 1913, for loss, damage, or destruction of horses, vehicles, or other equipment while being used for necessary fire fighting, trail, or official work must be vouchered separately and transmitted directly to the Secretary of Agriculture for consideration and approval. Each claim submitted under this paragraph must be accompanied by a detailed statement setting forth the following information:

STATEMENT TO ACCOMPANY CLAIM OF _____ FOR REIMBURSEMENT
OF DAMAGE TO PROPERTY UNDER THE ACT OF MARCH 4, 1913.

1. Owner _____ Address _____
 - a. Was the owner an employee of the United States at the time the equipment, stock, or vehicle was damaged? _____
 - b. Salary _____
 - c. Title _____
 - d. Was he on leave with pay? _____ Without pay? _____
 - e. Did terms of his appointment require the equipment or stock to be furnished, in addition to his services? _____
2. Equipment, stock, or vehicles hired.
 - a. Kind _____
 - b. Date received _____
 - c. Was the equipment, stock, or vehicle in apparent good condition when received? _____
3. Contract of hire.
 - a. State terms of contract under which equipment, stock, or vehicle was hired _____
 - b. Consideration _____
4. Date and extent of damage.
 - a. Date placed in service _____
 - b. Date damaged _____
 - c. Nature of damage _____
 - d. Amount _____
 - e. Cost new _____
 - f. Cost to present owner _____
 - g. Date of purchase by present owner _____
 - h. Other factors _____
 - i. Attach statements of disinterested parties as to value of equipment and extent of damage.
5. Responsibility of the department.
 - a. By whom was equipment or stock being used at time of damage? _____
 - b. Extent to which the equipment or stock was damaged _____
 - c. Manner in which loss or damage occurred _____
 - d. Was the equipment or stock improperly used; that is, was there neglect, carelessness, or poor judgment on the part of the user? _____
6. Is insurance of any kind carried on the equipment, stock, or vehicle? _____
7. If above question is answered in the affirmative, state in full the kind of insurance and the amount; also give name and address of the company, amount of damages applied for or collected, as result of the above-described accident _____
8. Attached hereto is a statement of the owner of the property which I have read carefully, and desire to comment upon as follows: _____

Date.

Supervising Officer.

Reimbursement for loss, damage, or destruction can not be made for property owned by Government officers or employees unless there is a bona fide contract of hire between the owner and another officer or employee of the department, nor can reimbursement be made unless

it appears that the property was actually in use at the time of loss, damage, or destruction, or as an incident to such use, and that the same occurred as a result of unusual stress or accident which may reasonably be expected to cause damage to any property of a class similar to that upon which the claim is based. (Law 945.)

61. Subvouchers, When Required; Erasures and Alterations.—Subvouchers (receipts) should be written in ink or with indelible pencil when practicable. Subvouchers containing erasures or alterations in amount or rate will not be accepted unless such changes are initialed by the payee. Subvouchers must be submitted for:

(a) Gas and electricity.

(b) Post office box rent. The usual receipt will be accepted, but reimbursement can not be allowed until the expiration of the period covered thereby.

(c) Rent.

(See also par. 49.)

62. Subvouchers for Samples; Not Required.—Subvouchers for purchases of samples collected under the several regulatory laws are not required.

SUPPLIES AND SERVICES OTHER THAN PERSONAL

NOTE.—The attention of all employees authorized to purchase supplies is invited to the Executive orders, statutes, and circulars of the Budget Bureau concerning the procuring of supplies and materials from other Government agencies.

63. Authority.—Until written authority therefor shall have been granted by the Secretary or a chief of bureau pursuant to his letter of authorization from the Secretary, no purchase of supplies shall be made, except in cases of actual emergency for the protection of the public interests or preservation of public property, the necessities for which shall be shown by a certificate of the official making the purchase. (Laws 831, 834, 836, 923, 954, 981.)

64. Purchase Orders Requiring the Approval of Director of Purchases and Sales.—The Forest Service and the Bureau of Public Roads may issue orders in amounts not exceeding \$1,000, which amount is increased to \$2,500 in the case of orders and contracts for road construction, station work, and supplies required solely for fire suppression and the maintenance of roads and trails wholly or partially within national forests.

No other bureau shall order job work or supplies in excess of \$500 without approval of the director of purchases and sales.

Acceptance of all bids other than those exempted by paragraph 73 shall be by director of purchases and sales; notice of such acceptance shall also be by him.

In absence of such prior action the approval of the director of purchases and sales must appear upon vouchers covering expenditures in excess of the above limitations. Each such voucher submitted shall be accompanied by a statement setting forth the reason why prior approval by the director of purchases and sales was not obtained.

Passenger-carrying motor-driven vehicles and motion-picture cameras and projection machines must not be purchased without the specific authority of the director of purchases and sales. (Amended; effective November 26, 1923.) (Laws 831, 834, 836, 923, 981.)

65. Purchases from General Supply Committee Contracts.—The General Supply Committee contracts cover supplies for delivery in the city of Washington only except where specific provision is made for a field service. However, with the consent of the contractors any supplies may be purchased under the contracts of the General Supply Committee for delivery outside of the city of Washington. Subject to the provisions of paragraphs 67 and 68 supplies and materials for use in scientific, laboratory, or research work may be pur-

chased independently of the General Supply Committee contracts, but the statement "for use in scientific, laboratory, or research work" must appear on each voucher covering such purchases when similar articles have been contracted for by the General Supply Committee. (Amended; effective November 26, 1923.) (Laws 836, 923, 981.)

66. Purchases Less than \$50.—When the aggregate amount involved does not exceed \$50, purchase may be made without obtaining bids (a) if the supplies, whether or not contracted for by the General Supply Committee, are for use in scientific, laboratory, or research work; (b) if the supplies are for use of a field service outside the District of Columbia and no specific provision is made for such field service in the contracts of the General Supply Committee; (c) if the supplies are not contracted for by the General Supply Committee or included in the envelope contracts of the Postmaster General; and (d) if the supplies are contracted for by the General Supply Committee, but delay incident to obtaining them from the contractor would be detrimental to the best interests of the work. Purchase or other orders shall not be split for the purpose of defeating the requirements of competition. (See pars. 67 and 68 for instructions regarding purchases in excess of \$50 and instructions regarding exigency statements.) (Amended; effective November 26, 1923.) Laws 836, 839, 923, 981.)

. 67. Purchases in Excess of \$50.—Except as provided by paragraph 68 no purchase of or contract for supplies or services other than personal services, when the aggregate amount involved exceeds \$50, shall be made until after advertisement a sufficient time previously for proposals respecting the same. Such advertisements shall be by one of the following methods: (a) In newspapers, upon specific authority (see par. 2), when the amount involved is \$2,500 or more; or (b) by formal proposals sent to three or more dealers, when the

aggregate amount involved exceeds \$50 and is less than \$2,500. Either of these methods may be supplemented by posting notices in public places inviting competitive bidding, when it seems probable that better competition will be obtained thereby. Newspaper advertisement may be waived by the Director of Personnel and Business Administration upon recommendation and presentation of sufficient reasons by the chiefs of bureaus. All bids for supplies or services for use of the department in Washington must be obtained through the officer in charge of purchases and sales. Bids for supplies or services for the field shall, whenever practicable, also be obtained through the officer in charge of purchases and sales. (Amended; effective November 26, 1923. Second amendment; effective May 11, 1925.) (Laws 831, 834, 836, 839, 923, 981.)

68. Purchases in Excess of \$50 Without Competition.—Purchases may be made without competition when the amount exceeds \$50:

(a) When articles contracted for are required for immediate use, and to delay purchase for the purpose of obtaining them from the contractors would be detrimental to the best interest of the work;

(b) When articles required for immediate use are not provided for in existing contracts and there is not time to obtain them through advertisement by any of the methods indicated in paragraph 67;

(c) When, under a formal contract for construction, there arises a necessity for additional work practicable of performance only by the contractor;

(d) When the article required is patented or copyrighted and not on sale by dealers, but by the owners of the patent or copyright or their agents or assigns alone, at a fixed and uniform price, and is the only article which will answer the purpose;

(e) When there is only one dealer within a practicable distance from whom the articles can be obtained;

(f) When prices or rates are fixed by Federal, State, or municipal legislation, or by competent regulation; or

(g) When previous advertising for the identical purchase has been followed by the receipt either of no proposals or only of such as were unreasonable, and under circumstances indicating that further advertising will not alter results. (Laws 834, 836, 923, 981.)

Every exigency statement must recite one or more of the conditions enumerated above, and, in addition, that the price specified is the lowest obtainable, is just and reasonable, and was ascertained by personal investigation or correspondence, as the case may be.

69.—Purchase of Books and Periodicals.—Law-books, books of reference, and periodicals for use in the city of Washington are authorized to be purchased only from appropriations specifically providing therefor. (Law 878.)

70. Purchase of Articles of a Personal Nature.—In the absence of specific statutory authority articles of personal equipment shall not be purchased from any appropriation of the department, unless the object for which the appropriation involved was made can not be accomplished as expeditiously and satisfactorily from the Government's standpoint, without such equipment, and unless the equipment is such as employee could not reasonably be required to furnish as part of the personal equipment necessary to enable him to perform the regular duties of the position to which he was appointed or for which his services were engaged. (Amended; effective June 3, 1924.)

71. Purchases at Close of Fiscal Year.—Purchases of supplies at or near the close of the fiscal year for the sole purpose of expending surplus funds shall not be made. (Law 835.)

72. Supplies Purchased from Contingent Fund of Department Available for Bureau Use.—Whenever practicable the various bureaus, divisions, and offices of the department should secure from the property clerk, Office of the Secretary, on stores requisition, all sta-

tionery, office supplies, and miscellaneous materials which are purchased from the contingent fund of the department and carried in stock by the said property room. Reimbursement for supplies furnished will be made to the appropriation for contingent expenses of the department by said bureaus, divisions, and offices from their lump-fund appropriations by transfer vouchers submitted to the disbursing clerk of the department. Articles of mechanical equipment, paints, tires, and other articles stocked by the mechanical shops of the department should also be obtained as above outlined. (Amended; effective November 26, 1923.) (Laws 836, 934, 939, 981.)

73. Acceptance of Bids; Contract and Bond.—No bid shall be accepted unless the price is reasonable. All bids and proposals shall be subject to these regulations. The contract of purchase will be complete and binding upon acceptance by the department of the bid or proposal and giving notice to the bidder. The Forester, or a district forester when previously authorized in writing by the Forester, and the Chief of the Bureau of Public Roads, or a district engineer of that bureau when previously authorized in writing by the chief of bureau, may accept bids or proposals when the amount involved is \$1,000 or less. The Forester or the Chief of the Bureau of Public Roads, and a district forester of the Forest Service or a district engineer of the Bureau of Public Roads, when authorized as aforesaid, may, when the amount involved is \$2,500 or less, accept bids or proposals for road construction station work, or for supplies, materials, and equipment required exclusively for fire suppression, and the construction or maintenance of roads or trails, giving notice to the successful bidder of all acceptances. A formal contract and bond must be required for all construction work for which bids are accepted. In other cases the officer accepting the bid may, in his discre-

tion, require such contract and bond, utilizing the services of the most available law officer of the department in connection therewith. An official in charge of an experiment station in Alaska, Hawaii, Porto Rico, the Virgin Islands, or the island of Guam, when previously authorized in writing by the Secretary, may accept bids or proposals up to amounts fixed in such authorization, and shall give notice to the successful bidder of the acceptance thereof.

In all cases other than those covered by the preceding paragraph acceptances and notices thereof will be by the director of purchases and sales.

In all cases in which the amount involved in the purchase is \$1,000 or more, except in the case of purchase of supplies, materials, and equipment required exclusively for the maintenance of roads and trails, or fire suppression where the amount of purchase does not exceed \$2,500, the successful bidder will be required to execute a written contract supported by an appropriate bond. This requirement may be waived, however, by the director of purchases and sales when the articles to be purchased are of regular standard make or manufacture and in connection with the purchase of seeds for congressional distribution when immediate delivery is required.

When less than \$50 is involved and answers to inquiries made in compliance with the Fiscal Regulations result in quotations of reasonable prices, the lowest price quoted may be used informally by the chief of the bureau concerned as the basis of purchases in the open market.

Unless otherwise stated in the specifications, or advertisement for bids or proposals, or in the contract of purchase, the department shall be bound only for the particular supplies in the quantities specified therein, and shall not be bound for supplies which may

be purchased at any other time during that fiscal year. (Amended; effective November 26, 1923.) Laws 923, 946, 951, 968, 981, 984, 995.)

74. Time Element in Contracts; Liquidated Damages.—Whenever the necessity arises for inviting bids for the erection of buildings, the installation of drainage systems, the furnishing of special supplies and apparatus, etc., in connection with which time is an essential element, and failure to perform the service within the given period will result in substantial damage to the United States, prospective bidders should be notified that the department reserves the right to incorporate in the formal agreement to be executed by the successful bidder, a clause fixing a reasonable amount as liquidated damages for each day's delay, in the event of failure by contractor to fulfill the agreement within the time specified; and in all proposals upon which agreements containing a damage clause will subsequently be based, the time within which the work is to be finished should be stated.

All executed copies of formal agreements intended to be retained by contractors should be sent them by registered mail and return receipt demanded, and when such agreements contain a damage clause there should be sent by registered mail to the contractor a letter signed by the chief of the bureau concerned informing him of the date of beginning work under the contract. The contractor should be requested to acknowledge receipt of the letter.

In the case of agreement containing a damage clause, the bureau for whose benefit the agreement is drawn will retain the letter of acknowledgment and the registry return receipt until performance of the agreement is completed and the final account thereunder is prepared, when the registry return receipt, or both the registry

return receipt and letter of acknowledgment, as the case may be, should be attached to the final settlement voucher.

In preparing the agreement, the solicitor of the department may omit or modify the damage clause if, in his judgment, it is not essential to the proper performance of the contract, or if the damages are excessive, even though the bidder may have previously been notified that such clause will be required.

Requests for the preparation of agreements, leases, or contracts will be sent to the solicitor of the department. Agreements and contracts will be regularly drawn up in triplicate, leases in quadruplicate; but where the bureau so requests an additional copy will be prepared. All copies will be forwarded to the bureau, whence three will be sent to the contractor or lessor for execution and return to the bureau, which will forward them to the solicitor for execution by the Secretary. When so executed the solicitor will return them to the bureau, which will immediately send one copy to the contractor or lessor and one copy to the disbursing clerk of the department for transmittal to the General Accounting Office quarterly, and will retain and file the third copy in the bureau accounting office. In the case of leases, the unexecuted quadruplicate copy, with all signatures and dates copied in by the bureau, will be transmitted to the chief clerk of the department. (Subparagraph modified; effective February 4, 1924.)

75. Personal Interests in Contracts.—No officer or employee of the Government who is in a position either to influence the award of a contract with the department, or to cause purchases of supplies to be made for the department, shall be interested in any firm, company, or corporation doing business with the department. (Law 982. 1.)

76. Deliveries under Proposals.—Proposals requested by the department for definite quantities of supplies do not bind bidders to make further deliveries; when provision for further deliveries at the contract price seems necessary or desirable, the proposal must definitely provide therefor. All contracts based on proposals for a current fiscal year expire automatically at the close of the fiscal year. Deliveries outside of Washington may not be required under a contract or proposal based upon delivery in Washington. (Law 808.)

77. Drayage in Washington.—When drayage charges are involved in connection with shipments to Washington, D. C., dray tickets should be issued in each case fully identifying the shipment. These dray tickets must accompany the account of the drayage company when presented for payment.

COMMUNICATION AND TRANSPORTATION SERVICES**MAIL**

78. Official Mail, Limitation on.—All matter mailable under penalty envelopes or labels is designated by the Post Office Department as "official mail." Official mail which partakes of the characteristics of fourth-class or parcel-post matter is mailable in packages of the weights and size prescribed by the Postal Laws and Regulations for such matter, but the legend "Parcel Post" should not be placed thereon. (Laws 842, 844, 874, 891, 942, 966.)

79. Payment of Domestic Postage.—Payments of domestic postage will be allowed (a) for registration by the field force of official matter of the department, except as provided in paragraph 38; (b) for special-delivery stamps when immediate delivery of official correspondence is necessary; (c) for stamps on envelopes from which it is necessary to omit the designation of "official mail" in order to avoid defeating the purpose of the communication inclosed therein; and (d) for parcel-post matter (except single books mailed from Washington) weighing in excess of 4 pounds, including parcel-post insurance on the more valuable articles. (Amended; effective March 14, 1924. Laws 842, 844, 874, 891, 942, 966.)

80. Payment of Foreign Postage.—Postage is required and will be allowed at usual postal rates on official mail to foreign countries. Official correspondence which is admissible to the domestic mails under penalty envelope or label may also be dispatched in the same manner to the Territorial and island possessions of the United States, Canada, Cuba, Mexico, the Republic of Panama, and the United States Naval Hospital, Yokohama, Japan. (Amended; effective October 31, 1923.)

TELEGRAPH

81. Preparation of Telegrams.—Telegrams may be sent only when mail communication will not meet the necessities of the occasion. The commercial practice will be followed in addressing telegrams, except where specific bureau instructions have been issued to the contrary. All unnecessary words should be omitted from the body of the message. Numbers should be expressed in words, not in figures; ordinal numbers should not be abbreviated. Employees should avail themselves of night rates whenever practical and day or night letters whenever more economical, due consideration being given the importance of the message, the time required for transmission and delivery (a minimum of from one to one and one-half hours should be allowed for transmission and delivery), and the relative time prevailing at points of origin and destination. The address of every telegram should be in sufficient detail to insure its prompt delivery and the signature in such form as readily to identify the sender. Titles, however, should ordinarily be omitted. (Amended; effective February 14, 1924.)

82. Procedure Affecting Telegraph Accounts.—Bills for telegraphic service should show the period of service, with the number of messages and cost thereof. Either the original messages or copies thereof must be filed in support of the vouchers, the correctness of which must be indicated by the certificate of the officer of the department cognizant of the facts in the case.

Officers in charge of field headquarters, offices, and stations of the department using the telegraph on official business, will open charge accounts in their official capacity with the local telegraph offices, except at stations where the amount of telegraphic communication is too small to justify submission of monthly accounts. Officials in charge of field headquarters where charge accounts are maintained should not pay

bills for telegraph service, but should forward them for payment to the appropriate fiscal agent or the Washington office of the bureau concerned.

83. Telegraph Rates.—All telegraph messages shall be subject in all respects to the prevailing commercial count of chargeable words, and the address and signature of domestic messages shall be transmitted free in accordance with the commercial practice.

For day messages, 40 per cent of the through full day-message rate between the same points in the United States shall be charged, except that the minimum charge for any day message shall be 25 cents.

For day letters, night messages, and night letters, 40 per cent of the prevailing commercial day-letter, night-message, or night-letter rate, as the case may be, between the same points in the United States shall be charged, except that the minimum charge for any night message shall be 20 cents; for any night letter, 30 cents; and for any day letter, 45 cents; and except that the rate charged for a Government day letter or night letter shall not in any case exceed the amount charged for a commercial day letter or night letter of the same length between the same points: *Provided*, That telegrams of the Weather Bureau may, under rules and regulations prescribed by that bureau, be counted, checked, and transmitted, and bills for tolls rendered in the special manner and at the special rates fixed by telegraph companies for all Weather Bureau business.

84. Radiograms and Cablegrams.—When necessary to send messages by cable or wireless, use as few words as possible and resort to a code (A. B. C., fifth edition, preferred) when practicable. Government trans-Atlantic dispatches filed in telegraph and cable offices will be forwarded to the communication office, Navy Department, for transmission by radio unless it is indicated on the dispatch that it is to be transmitted by cable. All Government trans-Pacific dispatches for

transmission by radio not originating in or around Washington should be filed in telegraph and cable offices addressed "Via Navy Radio, San Francisco." In order to avoid delay in dispatches originating in or around Washington which are to be dispatched by radio they should be transmitted by the bureau direct to the communication office, Navy Department. Radiograms requiring the signature of the Secretary will be returned to the bureau for transmission.

TELEPHONE

85. Telephones in private residences.—No employee shall be reimbursed for telephone service installed in any private residence or private apartment or for tolls or other charges for telephone service from private residences or private apartments, except when required strictly for the public business. A residence or apartment is private when set apart for the exclusive use of one person or of such person and his family. If, however, an employee having no other office or official headquarters, uses one or more rooms in his private residence exclusively for office purposes and as a public office, the payment for telephone service installed therein for his official use only is not prohibited. (Law 938.)

FREIGHT

86. Freight Shipments from Washington.—Shipments of freight from the department at Washington, D. C., to points in the field will be on the regular department bill of lading. Such bills of lading should show the entire routing from the point of origin to final destination; items shipped should bear the commercial names, and weight of each item should be shown. When practicable, bills of lading should be typewritten.

87. Freight Shipments in the Field.—Freight shipments over land-grant or bond-aided railroads, or lines

equalizing rates therewith, must be made on regular department bill of lading. Department bill of lading should also be used, when practicable, for shipments of freight between employees in the field or from an employee in the field to Washington, D. C., except that the use of department bill of lading will not be required for shipments between points outside of Washington, D. C., if the total charges will not exceed one dollar. (See paragraph 86 for instructions for preparation of department bill of lading.) When department bill of lading is not used in making freight shipments and payments of charges is demanded by the transportation company from the shipper or the consignee, the procedure prescribed in paragraph 93 for express shipments should be followed, stating, in addition, the freight classification.

88. Freight Shipments from Dealers.—Freight shipments from dealers, on which the charges are to be paid by the department, should be made on department bill of lading which will be made up at the department, or at field stations, and sent to the dealer with the purchase order. (See paragraph 86 for instructions for preparation of department bill of lading.)

89. Transocean Shipments.—Shipments from or to the department across the Atlantic Ocean should be consigned "In care U. S. Dispatch Agent, No. 2 Rector Street, New York, N. Y.," and that official should be promptly notified of the shipment and carefully instructed as to the further disposition of the property. If there is a customhouse at the ultimate destination of an incoming shipment, the dispatch agent in New York should be directed to forward it in bond thereto. Scientific apparatus requiring careful packing imported for use at a point at which there is no collector of customs should be sent through in bond to a customhouse accessible to agents of the department by whom it may be received after the customs exami-

nation and prepared for further shipment. Bureaus anticipating importations through Pacific ports of entry should take the necessary action to have the shipments move in bond to the collector of customs nearest destination and arrange for the final disposition of the property.

90. Transportation of Effects, etc., of Officers and Employees.—An employee transferred from one official station to another for permanent duty when allowed traveling expenses may, within the discretion and under written instructions from the chief of the bureau in which he serves, be allowed freight and drayage charges, together with packing and crating charges on articles ordinarily so prepared for shipment, on (1) household goods and personal effects, including animals for domestic use, and (2) personal property which will be used in official work at the new station, including an automobile or motorcycle. Transfers of such property at Government expense will be authorized only from present or former permanent stations to a new permanent station. Specific authorization must be secured in all cases where the shipment to be made involves a former instead of the present permanent station: *Provided, however,* That an employee will not be deprived of any allowance herein authorized through the selection of residence in a suburb of his official station. All shipments of freight shall be made in accordance with the provisions of paragraph 90 (b). Shipments may be made by express of articles of a perishable nature or required for immediate use at the official station to which an employee may be transferred, such as wearing apparel, tableware, bedding, and kitchen utensils, but not including furniture and jewelry: *Provided,* That this shall apply only in cases where shipment by freight would cause delay and inconvenience. Shipments may also be made by motor truck when the cost of ship-

ment by this means does not exceed the cost by freight, taking into consideration charges of packing, crating, and drayage, and as excess baggage when the excess weight does not exceed 200 pounds. Shipments as excess baggage should be released at the lowest valuation applicable. (Preamble amended; effective August 11, 1924.)

(a) The Forester and the Chief of the Bureau of Public Roads may delegate the district foresters and the district engineers of the Forest Service and the Bureau of Public Roads, respectively, authority to issue written instructions under which transferred employees may be allowed packing, crating, freight, express, and drayage (including transportation by motor truck or as excess baggage) of their effects and personal property used in official work.

(b) Under the provisions of paragraphs 90 and 90 (a) shipments, if by freight, must be made on department bills of lading, prepared in accordance with paragraph 86, released to the lowest valuation applicable to the classes of articles transported. The employee to whom such department bill of lading is issued is not authorized to make any change therein, by writing across the face thereof or otherwise, which will raise the classification of, or increase the freight charges on, the shipment. Carload shipments must be made when the cost at the carload rate based on the minimum carload weight (actual weight when in excess of the carload minimum) is cheaper than the less-than-carload rate based on actual weight. (Subparagraph amended; effective March 28, 1924.)

(c) When an employee is transferred, together with his household goods and personal effects used in official work, from one official station to another he may, with the approval of the chief of his bureau, perform said travel in his personally owned automobile and be reimbursed therefor, to the extent that the

actual mileage between the stations and per diem in lieu of subsistence for the actual number of days consumed in travel by this means, exclusive of days or parts of days for which annual leave is taken, do not exceed the cost of said travel by rail, including per diem and railroad and Pullman fares, and the expense to the Government of shipping by freight his personally owned automobile if the transfer thereof at Government expense is authorized by paragraph 90. (Subparagraph amended; effective March 28, 1924.) (Law 928.)

EXPRESS

91. Use of Express.—The express should be used only when the Postal Service can not be employed and freight service will not answer the needs of the department.

92. Declaration of Value of Express Shipments.—When the actual value of an express shipment is in excess of \$50 the actual value should be declared and the increased express charge paid by the department. When the value of the property is under \$50, no value should be declared, unless a lower rate may thereby be obtained.

93. Express Charges.—Express charges on property sent from or consigned to the department at Washington, D. C., should not be paid by the person sending or receiving the property; express companies will include such shipments in their monthly bills. Express shipments between points in the field should, when practicable, be covered by express charge slips or department bills of lading, but when express charges are paid by the employee making or receiving the shipment he should take a receipt therefor, stating articles, weight, rate, scale number, starting point, destination, and value declared, if any (see paragraph 92), and include the expense in his next reimbursement account.

APPENDIX

SALARY TABLES

Days	\$800			\$630		
	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction
1	\$1.67	\$0.04	\$1.63	\$1.75	\$0.04	\$1.71
2	8.33	.08	3.25	3.50	.09	3.41
3	5.00	.12	4.88	5.25	.13	5.12
4	6.67	.17	6.50	7.00	.17	6.83
5	8.33	.21	8.12	8.75	.22	8.53
6	10.00	.25	9.75	10.50	.26	10.24
7	11.67	.29	11.38	12.25	.31	11.94
8	13.33	.33	13.00	14.00	.35	13.65
9	15.00	.37	14.63	15.75	.39	15.36
10	16.67	.42	16.25	17.50	.44	17.06
11	18.33	.46	17.87	19.25	.48	18.77
12	20.00	.50	19.50	21.00	.52	20.48
13	21.67	.54	21.13	22.75	.57	22.18
14	23.33	.58	22.75	24.50	.61	23.89
15	25.00	.62	24.38	26.25	.66	25.59
16	26.67	.67	26.00	28.00	.70	27.30
17	28.33	.71	27.62	29.75	.74	29.01
18	30.00	.75	29.25	31.50	.79	30.71
19	31.67	.79	30.88	33.25	.83	32.42
20	33.33	.83	32.50	35.00	.87	34.13
21	35.00	.87	34.13	36.75	.92	35.83
22	36.67	.92	35.75	38.50	.96	37.54
23	38.33	.96	37.37	40.25	1.01	39.24
24	40.00	1.00	39.00	42.00	1.05	40.95
25	41.67	1.04	40.63	48.75	1.09	42.66
26	43.33	1.08	42.25	45.50	1.14	44.36
27	45.00	1.12	43.88	47.25	1.18	46.07
28	46.67	1.17	45.50	49.00	1.22	47.78
29	48.33	1.21	47.12	50.75	1.27	49.48
30	50.00	1.25	48.75	52.50	1.31	51.19
Months						
Jan.	50.00	1.25	48.75	52.50	1.32	51.18
Feb.	50.00	1.25	48.75	52.50	1.31	51.19
Mar.	50.00	1.25	48.75	52.50	1.31	51.19
Apr.	50.00	1.25	48.75	52.50	1.31	51.19
May.	50.00	1.25	48.75	52.50	1.32	51.18
June	50.00	1.25	48.75	52.50	1.31	51.19
July	50.00	1.25	48.75	52.50	1.31	51.19
Aug.	50.00	1.25	48.75	52.50	1.31	51.19
Sept.	50.00	1.25	48.75	52.50	1.32	51.18
Oct.	50.00	1.25	48.75	52.50	1.31	51.19
Nov.	50.00	1.25	48.75	52.50	1.31	51.19
Dec.	50.00	1.25	48.75	52.50	1.31	51.19
Yearly salary	600.00	15.00	585.00	630.00	15.75	614.25

Days	\$660			\$690		
	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction
1	\$1.83	\$0.05	\$1.78	\$1.92	\$0.05	\$1.87
2	3.67	.09	3.58	3.83	.10	3.73
3	5.50	.14	5.36	5.75	.14	5.61
4	7.33	.18	7.15	7.67	.19	7.48
5	9.17	.23	8.94	9.58	.24	9.34
6	11.00	.27	10.73	11.50	.29	11.21
7	12.83	.32	12.51	13.42	.34	13.08
8	14.67	.37	14.30	15.33	.38	14.95
9	16.50	.41	16.09	17.25	.43	16.82
10	18.33	.46	17.87	19.17	.48	18.69
11	20.17	.50	19.67	21.08	.53	20.55
12	22.00	.55	21.45	23.00	.57	22.43
13	23.83	.60	23.23	24.92	.62	24.30
14	25.67	.64	25.03	26.83	.67	26.16
15	27.50	.69	26.81	28.75	.72	28.03
16	29.33	.73	28.60	30.67	.77	29.90
17	31.17	.78	30.39	32.58	.81	31.77
18	33.00	.82	32.18	34.50	.86	33.64
19	34.83	.87	33.96	36.42	.91	35.51
20	36.67	.92	35.75	38.33	.96	37.37
21	38.50	.96	37.54	40.25	1.01	39.24
22	40.33	1.01	39.32	42.17	1.05	41.12
23	42.17	1.05	41.12	44.08	1.10	42.98
24	44.00	1.10	42.90	46.00	1.15	44.85
25	45.83	1.15	44.68	47.92	1.20	46.72
26	47.67	1.19	46.48	49.83	1.25	48.58
27	49.50	1.24	48.26	51.75	1.29	50.46
28	51.33	1.28	50.05	53.67	1.34	52.33
29	53.17	1.33	51.84	55.58	1.39	54.19
30	55.00	1.37	53.63	57.50	1.44	56.06
Months						
Jan.	55.00	1.38	53.62	57.50	1.44	56.06
Feb.	55.00	1.37	53.63	57.50	1.44	56.06
Mar.	55.00	1.38	53.62	57.50	1.44	56.06
Apr.	55.00	1.37	53.63	57.50	1.43	56.07
May	55.00	1.38	53.62	57.50	1.44	56.06
June	55.00	1.37	53.63	57.50	1.44	56.06
July	55.00	1.38	53.62	57.50	1.44	56.06
Aug.	55.00	1.37	53.63	57.50	1.43	56.07
Sept.	55.00	1.38	53.62	57.50	1.44	56.06
Oct.	55.00	1.37	53.63	57.50	1.44	56.06
Nov.	55.00	1.38	53.62	57.50	1.44	56.06
Dec.	55.00	1.37	53.63	57.50	1.43	56.07
Yearly salary	660.00	16.50	643.50	690.00	17.25	672.75

Days	\$720			\$750		
	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction
1	\$2.00	\$0.05	\$1.95	\$2.08	\$0.05	\$2.03
3	4.00	.10	3.90	4.17	.10	4.07
3	6.00	.15	5.85	6.25	.16	6.09
4	8.00	.20	7.80	8.33	.21	8.12
5	10.00	.25	9.75	10.42	.26	10.16
6	12.00	.30	11.70	12.50	.31	12.19
7	14.00	.35	13.65	14.58	.36	14.22
8	16.00	.40	15.60	16.67	.42	16.25
9	18.00	.45	17.55	18.75	.47	18.28
10	20.00	.50	19.50	20.88	.52	20.31
11	22.00	.55	21.45	22.92	.57	22.35
12	24.00	.60	23.40	25.00	.62	24.38
13	26.00	.65	25.35	27.08	.68	26.40
14	28.00	.70	27.30	29.17	.73	28.44
15	30.00	.75	29.25	31.25	.78	30.47
16	32.00	.80	31.20	33.33	.83	32.50
17	34.00	.85	33.15	35.42	.89	34.53
18	36.00	.90	35.10	37.50	.94	36.56
19	38.00	.95	37.05	39.58	.99	38.59
20	40.00	1.00	39.00	41.67	1.04	40.63
21	42.00	1.05	40.95	43.75	1.09	42.66
22	44.00	1.10	42.90	45.83	1.15	44.68
23	46.00	1.15	44.85	47.92	1.20	46.72
24	48.00	1.20	46.80	50.00	1.25	48.75
25	50.00	1.25	48.75	52.08	1.30	50.78
26	52.00	1.30	50.70	54.17	1.35	52.82
27	54.00	1.35	52.65	56.25	1.41	54.84
28	56.00	1.40	54.60	58.33	1.46	56.87
29	58.00	1.45	56.55	60.42	1.51	58.91
30	60.00	1.50	58.50	62.50	1.56	60.94
Months						
Jan.	60.00	1.50	58.50	62.50	1.57	60.98
Feb.	60.00	1.50	58.50	62.50	1.56	60.94
Mar.	60.00	1.50	58.50	62.50	1.56	60.94
Apr.	60.00	1.50	58.50	62.50	1.56	60.94
May	60.00	1.50	58.50	62.50	1.57	60.93
June	60.00	1.50	58.50	62.50	1.56	60.94
July	60.00	1.50	58.50	62.50	1.56	60.94
Aug.	60.00	1.50	58.50	62.50	1.56	60.94
Sept.	60.00	1.50	58.50	62.50	1.57	60.93
Oct.	60.00	1.50	58.50	62.50	1.56	60.94
Nov.	60.00	1.50	58.50	62.50	1.56	60.94
Dec.	60.00	1.50	58.50	62.50	1.56	60.94
Yearly salary	720.00	18.00	702.00	750.00	18.75	731.25

Days	\$780			\$840		
	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction
1	\$2.17	\$0.05	\$2.12	\$2.33	\$0.06	\$2.27
2	4.33	.11	4.22	4.67	.12	4.55
3	6.50	.16	6.34	7.00	.17	6.83
4	8.67	.22	8.45	9.33	.23	9.10
5	10.83	.27	10.56	11.67	.29	11.38
6	13.00	.32	12.68	14.00	.35	13.65
7	15.17	.38	14.79	16.33	.41	15.92
8	17.33	.43	16.90	18.67	.47	18.20
9	19.50	.49	19.01	21.00	.52	20.48
10	21.67	.54	21.13	23.33	.58	22.75
11	23.83	.60	23.23	25.67	.64	25.03
12	26.00	.65	25.35	28.00	.70	27.30
13	28.17	.70	27.47	30.33	.76	29.57
14	30.33	.76	29.57	32.67	.82	31.85
15	32.50	.81	31.69	35.00	.87	34.13
16	34.67	.87	33.80	37.33	.93	36.40
17	36.83	.92	35.91	39.67	.99	38.68
18	39.00	.97	38.03	42.00	1.05	40.95
19	41.17	1.03	40.14	44.33	1.11	43.22
20	43.33	1.08	42.25	46.67	1.17	45.50
21	45.50	1.14	44.36	49.00	1.22	47.78
22	47.67	1.19	46.48	51.33	1.28	50.05
23	49.83	1.25	48.58	53.67	1.34	52.33
24	52.00	1.30	50.70	56.00	1.40	54.60
25	54.17	1.35	52.82	58.33	1.46	56.87
26	56.33	1.41	54.92	60.67	1.52	59.15
27	58.50	1.46	57.04	63.00	1.57	61.43
28	60.67	1.52	59.15	65.33	1.63	63.70
29	62.83	1.57	61.26	67.67	1.69	65.98
30	65.00	1.62	63.38	70.00	1.75	68.25
Months						
Jan.	65.00	1.63	63.37	70.00	1.75	68.25
Feb.	65.00	1.62	63.38	70.00	1.75	68.25
Mar.	65.00	1.63	63.37	70.00	1.75	68.25
Apr.	65.00	1.62	63.38	70.00	1.75	68.25
May	65.00	1.63	63.37	70.00	1.75	68.25
June	65.00	1.62	63.38	70.00	1.75	68.25
July	65.00	1.63	63.37	70.00	1.75	68.25
Aug.	65.00	1.62	63.38	70.00	1.75	68.25
Sept.	65.00	1.63	63.37	70.00	1.75	68.25
Oct.	65.00	1.62	63.38	70.00	1.75	68.25
Nov.	65.00	1.63	63.37	70.00	1.75	68.25
Dec.	65.00	1.62	63.38	70.00	1.75	68.25
Yearly salary	780.00	19.50	760.50	840.00	21.00	819.00

Days	\$900			\$960		
	Basic salary	2½% retire- ment deduc- tion	Basic salary less 2½% retire- ment de- duction	Basic salary	2½% retire- ment deduc- tion	Basic salary less 2½% retire- ment de- duction
1	\$2.50	\$0.06	\$2.44	\$2.67	\$0.07	\$2.60
2	5.00	.12	4.88	5.33	.13	5.20
3	7.50	.19	7.31	8.00	.20	7.80
4	10.00	.25	9.75	10.67	.27	10.40
5	12.50	.31	12.19	13.33	.33	13.00
6	15.00	.37	14.63	16.00	.40	15.60
7	17.50	.44	17.06	18.67	.47	18.20
8	20.00	.50	19.50	21.33	.53	20.80
9	22.50	.56	21.94	24.00	.60	23.40
10	25.00	.62	24.38	26.67	.67	26.00
11	27.50	.69	26.81	29.33	.73	28.60
12	30.00	.75	29.25	32.00	.80	31.20
13	32.50	.81	31.69	34.67	.87	33.80
14	35.00	.87	34.13	37.33	.93	36.40
15	37.50	.94	36.56	40.00	1.00	39.00
16	40.00	1.00	39.00	42.67	1.07	41.60
17	42.50	1.06	41.44	45.33	1.13	44.20
18	45.00	1.12	43.88	48.00	1.20	46.80
19	47.50	1.19	46.31	50.67	1.27	49.40
20	50.00	1.25	48.75	53.33	1.33	52.00
21	52.50	1.31	51.19	56.00	1.40	54.60
22	55.00	1.37	53.63	58.67	1.47	57.20
23	57.50	1.44	56.06	61.33	1.53	59.80
24	60.00	1.50	58.50	64.00	1.60	62.40
25	62.50	1.56	60.94	66.67	1.67	65.00
26	65.00	1.62	63.38	69.33	1.73	67.60
27	67.50	1.69	65.81	72.00	1.80	70.20
28	70.00	1.75	68.25	74.67	1.87	72.80
29	72.50	1.81	70.69	77.33	1.93	75.40
30	75.00	1.87	73.13	80.00	2.00	78.00
Months						
Jan.	75.00	1.88	73.12	80.00	2.00	78.00
Feb.	75.00	1.87	73.13	80.00	2.00	78.00
Mar.	75.00	1.88	73.12	80.00	2.00	78.00
Apr.	75.00	1.87	73.13	80.00	2.00	78.00
May	75.00	1.88	73.12	80.00	2.00	78.00
June	75.00	1.87	73.13	80.00	2.00	78.00
July	75.00	1.88	73.12	80.00	2.00	78.00
Aug.	75.00	1.87	73.13	80.00	2.00	78.00
Sept.	75.00	1.88	73.12	80.00	2.00	78.00
Oct.	75.00	1.87	73.13	80.00	2.00	78.00
Nov.	75.00	1.88	73.12	80.00	2.00	78.00
Dec.	75.00	1.87	73.13	80.00	2.00	78.00
Yearly salary.	900.00	22.50	877.50	960.00	24.00	936.00

Days	\$1,020			\$1,080		
	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction
1	\$2.83	\$0.07	\$2.76	\$3.00	\$0.07	\$2.93
2	5.67	.14	5.53	6.00	.15	5.85
3	8.50	.21	8.29	9.00	.22	8.78
4	11.33	.28	11.05	12.00	.30	11.70
5	14.17	.35	13.82	15.00	.37	14.63
6	17.00	.42	16.58	18.00	.45	17.55
7	19.83	.50	19.33	21.00	.52	20.48
8	22.67	.57	22.10	24.00	.60	23.40
9	25.50	.64	24.86	27.00	.67	26.33
10	28.33	.71	27.62	30.00	.75	29.25
11	31.17	.78	30.39	33.00	.82	32.18
12	34.00	.85	33.15	36.00	.90	35.10
13	36.83	.92	35.91	39.00	.97	38.03
14	39.67	.99	38.68	42.00	1.05	40.95
15	42.50	1.06	41.44	45.00	1.12	43.88
16	45.33	1.13	44.20	48.00	1.20	46.80
17	48.17	1.20	46.97	51.00	1.27	49.73
18	51.00	1.27	49.73	54.00	1.35	52.65
19	53.83	1.35	52.48	57.00	1.42	55.58
20	56.67	1.42	55.25	60.00	1.50	58.50
21	59.50	1.49	58.01	63.00	1.57	61.43
22	62.33	1.56	60.77	66.00	1.65	64.35
23	65.17	1.63	63.54	69.00	1.72	67.28
24	68.00	1.70	66.30	72.00	1.80	70.20
25	70.83	1.77	69.06	75.00	1.87	73.13
26	73.67	1.84	71.83	78.00	1.95	76.05
27	76.50	1.91	74.59	81.00	2.02	78.98
28	79.33	1.98	77.35	84.00	2.10	81.90
29	82.17	2.05	80.12	87.00	2.17	84.83
30	85.00	2.12	82.88	90.00	2.25	87.75
Months						
Jan.	85.00	2.13	82.87	90.00	2.25	87.75
Feb.	85.00	2.12	82.88	90.00	2.25	87.75
Mar.	85.00	2.13	82.87	90.00	2.25	87.75
Apr.	85.00	2.12	82.88	90.00	2.25	87.75
May	85.00	2.13	82.87	90.00	2.25	87.75
June	85.00	2.12	82.88	90.00	2.25	87.75
July	85.00	2.13	82.87	90.00	2.25	87.75
Aug.	85.00	2.12	82.88	90.00	2.25	87.75
Sept.	85.00	2.13	82.87	90.00	2.25	87.75
Oct.	85.00	2.12	82.88	90.00	2.25	87.75
Nov.	85.00	2.13	82.87	90.00	2.25	87.75
Dec.	85.00	2.12	82.88	90.00	2.25	87.75
Yearly salary	1,020.00	25.50	994.50	1,080.00	27.00	1,053.00

Days	\$1,140			\$1,200		
	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction
1	\$3.17	\$0.08	\$3.09	\$3.33	\$0.08	\$3.25
2	6.33	.16	6.17	6.67	.17	6.50
3	9.50	.24	9.26	10.00	.25	9.75
4	12.67	.32	12.35	13.33	.33	13.00
5	15.83	.40	15.43	16.67	.42	16.25
6	19.00	.47	18.53	20.00	.50	19.50
7	22.17	.55	21.62	23.33	.58	22.75
8	25.33	.63	24.70	26.67	.67	26.00
9	28.50	.71	27.79	30.00	.75	29.25
10	31.67	.79	30.88	33.33	.83	32.50
11	34.83	.87	33.96	36.67	.92	35.75
12	38.00	.95	37.05	40.00	1.00	39.00
13	41.17	1.03	40.14	43.33	1.08	42.25
14	44.33	1.11	43.22	46.67	1.17	45.50
15	47.50	1.19	46.31	50.00	1.25	48.75
16	50.67	1.27	49.40	53.33	1.33	52.00
17	53.83	1.35	52.48	56.67	1.42	55.25
18	57.00	1.42	55.58	60.00	1.50	58.50
19	60.17	1.50	58.67	63.33	1.58	61.75
20	63.33	1.58	61.75	66.67	1.67	65.00
21	66.50	1.66	64.84	70.00	1.75	68.25
22	69.67	1.74	67.93	73.33	1.83	71.50
23	72.83	1.82	71.01	76.67	1.92	74.75
24	76.00	1.90	74.10	80.00	2.00	78.00
25	79.17	1.98	77.19	83.33	2.08	81.25
26	82.33	2.06	80.27	86.67	2.17	84.50
27	85.50	2.14	83.36	90.00	2.25	87.75
28	88.67	2.22	86.45	93.33	2.33	91.00
29	91.83	2.30	89.53	96.67	2.42	94.25
30	95.00	2.37	92.63	100.00	2.50	97.50
Months						
Jan.	95.00	2.38	92.62	100.00	2.50	97.50
Feb.	95.00	2.37	92.63	100.00	2.50	97.50
Mar.	95.00	2.38	92.62	100.00	2.50	97.50
Apr.	95.00	2.37	92.63	100.00	2.50	97.50
May	95.00	2.38	92.62	100.00	2.50	97.50
June	95.00	2.37	92.63	100.00	2.50	97.50
July	95.00	2.38	92.62	100.00	2.50	97.50
Aug.	95.00	2.37	92.63	100.00	2.50	97.50
Sept.	95.00	2.38	92.62	100.00	2.50	97.50
Oct.	95.00	2.37	92.63	100.00	2.50	97.50
Nov.	95.00	2.38	92.62	100.00	2.50	97.50
Dec.	95.00	2.37	92.63	100.00	2.50	97.50
Yearly salary	1,140.00	28.50	1,111.50	1,200.00	30.00	1,170.00

Days	\$1,260			\$1,320		
	Basic salary	2½% retirement deduc- tion	Basic salary less 2½% retire- ment de- duction	Basic salary	2½% retire- ment deduc- tion	Basic salary less 2½% retire- ment de- duction
1	\$8.50	\$0.09	\$8.41	\$8.67	\$0.09	\$8.58
2	7.00	.17	6.83	7.33	.18	7.15
3	10.50	.26	10.24	11.00	.27	10.73
4	14.00	.35	13.65	14.67	.37	14.30
5	17.50	.44	17.06	18.33	.46	17.87
6	21.00	.52	20.48	22.00	.55	21.45
7	24.50	.61	23.89	25.67	.64	25.03
8	28.00	.70	27.30	29.33	.73	28.60
9	31.50	.79	30.71	33.00	.82	32.18
10	35.00	.87	34.13	36.67	.92	35.75
11	38.50	.96	37.54	40.33	1.01	39.32
12	42.00	1.05	40.95	44.00	1.10	42.90
13	45.50	1.14	44.36	47.67	1.19	46.48
14	49.00	1.22	47.78	51.33	1.28	50.05
15	52.50	1.31	51.19	55.00	1.37	53.63
16	56.00	1.40	54.60	58.67	1.47	57.20
17	59.50	1.49	58.01	62.33	1.56	60.77
18	63.00	1.57	61.43	66.00	1.65	64.35
19	66.50	1.66	64.84	69.67	1.74	67.92
20	70.00	1.75	68.25	73.33	1.83	71.50
21	73.50	1.84	71.66	77.00	1.92	75.08
22	77.00	1.92	75.08	80.67	2.02	78.65
23	80.50	2.01	78.49	84.33	2.11	82.22
24	84.00	2.10	81.90	88.00	2.20	85.80
25	87.50	2.19	85.31	91.67	2.29	89.38
26	91.00	2.27	88.73	95.33	2.38	92.95
27	94.50	2.36	92.14	99.00	2.47	96.53
28	98.00	2.45	95.55	102.67	2.57	100.10
29	101.50	2.54	98.96	106.33	2.66	103.67
30	105.00	2.62	102.38	110.00	2.75	107.25
Months						
Jan	105.00	2.63	102.37	110.00	2.75	107.25
Feb	105.00	2.62	102.38	110.00	2.75	107.25
Mar	105.00	2.63	102.37	110.00	2.75	107.25
Apr	105.00	2.62	102.38	110.00	2.75	107.25
May	105.00	2.63	102.37	110.00	2.75	107.25
June	105.00	2.62	102.38	110.00	2.75	107.25
July	105.00	2.63	102.37	110.00	2.75	107.25
Aug	105.00	2.62	102.38	110.00	2.75	107.25
Sept	105.00	2.63	102.37	110.00	2.75	107.25
Oct	105.00	2.62	102.38	110.00	2.75	107.25
Nov	105.00	2.63	102.37	110.00	2.75	107.25
Dec	105.00	2.62	102.38	110.00	2.75	107.25
Yearly salary	1,260.00	31.50	1,228.50	1,320.00	33.00	1,287.00

FISCAL REGULATIONS

Days	\$1,380			\$1,440		
	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction
1	\$8.83	\$0.10	\$3.73	\$4.00	\$0.10	\$3.90
2	7.67	.19	7.48	8.00	.20	7.80
3	11.50	.29	11.21	12.00	.30	11.70
4	15.33	.38	14.95	16.00	.40	15.60
5	19.17	.48	18.69	20.00	.50	19.50
6	23.00	.57	22.43	24.00	.60	23.40
7	26.83	.67	26.16	28.00	.70	27.30
8	30.67	.77	29.90	32.00	.80	31.20
9	34.50	.86	33.64	36.00	.90	35.10
10	38.33	.96	37.37	40.00	1.00	39.00
11	42.17	1.05	41.12	44.00	1.10	42.90
12	46.00	1.15	44.85	48.00	1.20	46.80
13	49.83	1.25	48.58	52.00	1.30	50.70
14	53.67	1.34	52.33	56.00	1.40	54.60
15	57.50	1.44	56.06	60.00	1.50	58.50
16	61.33	1.53	59.80	64.00	1.60	62.40
17	65.17	1.63	63.54	68.00	1.70	66.30
18	69.00	1.72	67.28	72.00	1.80	70.20
19	72.83	1.82	71.01	76.00	1.90	74.10
20	76.67	1.92	74.75	80.00	2.00	78.00
21	80.50	2.01	78.49	84.00	2.10	81.90
22	84.33	2.11	82.22	88.00	2.20	85.80
23	88.17	2.20	85.97	92.00	2.30	89.70
24	92.00	2.30	89.70	96.00	2.40	93.60
25	95.83	2.40	93.43	100.00	2.50	97.50
26	99.67	2.49	97.18	104.00	2.60	101.40
27	103.50	2.59	100.91	108.00	2.70	105.30
28	107.33	2.68	104.65	112.00	2.80	109.20
29	111.17	2.78	108.39	116.00	2.90	113.10
30	115.00	2.87	112.13	120.00	3.00	117.00
Months						
Jan.	115.00	2.88	112.12	120.00	3.00	117.00
Feb.	115.00	2.87	112.13	120.00	3.00	117.00
Mar.	115.00	2.88	112.12	120.00	3.00	117.00
Apr.	115.00	2.87	112.13	120.00	3.00	117.00
May	115.00	2.88	112.12	120.00	3.00	117.00
June	115.00	2.87	112.13	120.00	3.00	117.00
July	115.00	2.88	112.12	120.00	3.00	117.00
Aug.	115.00	2.87	112.13	120.00	3.00	117.00
Sept.	115.00	2.88	112.12	120.00	3.00	117.00
Oct.	115.00	2.87	112.13	120.00	3.00	117.00
Nov.	115.00	2.88	112.12	120.00	3.00	117.00
Dec.	115.00	2.87	112.13	120.00	3.00	117.00
Yearly salary	1,380.00	34.50	1,345.50	1,440.00	36.00	1,404.00

Days	\$1,500			\$1,560		
	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction
1	\$4.17	\$0.10	\$4.07	\$4.33	\$0.11	\$4.22
2	8.33	.21	8.12	8.67	.22	8.45
3	12.50	.31	12.19	13.00	.32	12.68
4	16.67	.42	16.25	17.33	.43	16.90
5	20.83	.52	20.31	21.67	.54	21.13
6	25.00	.62	24.38	26.00	.65	25.35
7	29.17	.73	28.44	30.33	.76	29.57
8	33.33	.83	32.50	34.67	.87	33.80
9	37.50	.94	36.56	39.00	.97	38.03
10	41.67	1.04	40.63	43.33	1.08	42.25
11	45.83	1.15	44.68	47.67	1.19	46.48
12	50.00	1.25	48.75	52.00	1.30	50.70
13	54.17	1.35	52.82	56.33	1.41	54.92
14	58.33	1.46	56.87	60.67	1.52	59.15
15	62.50	1.56	60.94	65.00	1.62	63.38
16	66.67	1.67	65.00	69.33	1.73	67.60
17	70.83	1.77	69.06	73.67	1.84	71.83
18	75.00	1.87	73.13	78.00	1.95	76.05
19	79.17	1.98	77.19	82.33	2.06	80.27
20	83.33	2.08	81.25	86.67	2.17	84.50
21	87.50	2.19	85.31	91.00	2.27	88.73
22	91.67	2.29	89.38	95.33	2.38	92.95
23	95.83	2.40	93.43	99.67	2.49	97.18
24	100.00	2.50	97.50	104.00	2.60	101.40
25	104.17	2.60	101.57	108.33	2.71	105.62
26	108.33	2.71	105.62	112.67	2.82	109.85
27	112.50	2.81	109.69	117.00	2.92	114.08
28	116.67	2.92	113.75	121.33	3.03	118.30
29	120.83	3.02	117.81	125.67	3.14	122.53
30	125.00	3.12	121.88	130.00	3.25	126.75
Months						
Jan.	125.00	3.13	121.87	130.00	3.25	126.75
Feb.	125.00	3.12	121.88	130.00	3.25	126.75
Mar.	125.00	3.13	121.87	130.00	3.25	126.75
Apr.	125.00	3.12	121.88	130.00	3.25	126.75
May	125.00	3.13	121.87	130.00	3.25	126.75
June	125.00	3.12	121.88	130.00	3.25	126.75
July	125.00	3.13	121.87	130.00	3.25	126.75
Aug.	125.00	3.12	121.88	130.00	3.25	126.75
Sept.	125.00	3.13	121.87	130.00	3.25	126.75
Oct.	125.00	3.12	121.88	130.00	3.25	126.75
Nov.	125.00	3.13	121.87	130.00	3.25	126.75
Dec.	125.00	3.12	121.88	130.00	3.25	126.75
Yearly salary	1,500.00	37.50	1,462.50	1,560.00	39.00	1,521.00

Days	\$1,620			\$1,680		
	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction
1	\$4.50	\$0.11	\$4.39	\$4.67	\$0.12	\$4.55
2	9.00	.22	8.78	9.33	.23	9.10
3	13.50	.34	13.16	14.00	.35	13.65
4	18.00	.45	17.55	18.67	.47	18.20
5	22.50	.56	21.94	23.33	.58	22.75
6	27.00	.67	26.33	28.00	.70	27.30
7	31.50	.79	30.71	32.67	.82	31.85
8	36.00	.90	35.10	37.33	.93	36.40
9	40.50	1.01	39.49	42.00	1.05	40.95
10	45.00	1.12	43.88	46.67	1.17	45.50
11	49.50	1.24	48.26	51.33	1.28	50.05
12	54.00	1.35	52.65	56.00	1.40	54.60
13	58.50	1.46	57.04	60.67	1.52	59.15
14	63.00	1.57	61.43	65.33	1.63	63.70
15	67.50	1.69	65.81	70.00	1.75	68.25
16	72.00	1.80	70.20	74.67	1.87	72.80
17	76.50	1.91	74.59	79.23	1.98	77.35
18	81.00	2.02	78.98	84.00	2.10	81.90
19	85.50	2.14	83.36	88.67	2.22	86.45
20	90.00	2.25	87.75	93.33	2.33	91.00
21	94.50	2.36	92.14	98.00	2.45	95.55
22	99.00	2.47	96.53	102.67	2.57	100.10
23	103.50	2.59	100.91	107.33	2.68	104.65
24	108.00	2.70	105.30	112.00	2.80	109.20
25	112.50	2.81	109.69	116.67	2.92	113.75
26	117.00	2.92	114.08	121.33	3.03	118.30
27	121.50	3.04	118.46	126.00	3.15	122.85
28	126.00	3.15	122.85	130.67	3.27	127.40
29	130.50	3.26	127.24	135.33	3.38	131.95
30	135.00	3.37	131.63	140.00	3.50	136.50
Months						
Jan.	135.00	3.38	131.62	140.00	3.50	136.50
Feb.	135.00	3.37	131.63	140.00	3.50	136.50
Mar.	135.00	3.38	131.62	140.00	3.50	136.50
Apr.	135.00	3.37	131.63	140.00	3.50	136.50
May	135.00	3.38	131.62	140.00	3.50	136.50
June	135.00	3.37	131.63	140.00	3.50	136.50
July	135.00	3.38	131.62	140.00	3.50	136.50
Aug.	135.00	3.37	131.63	140.00	3.50	136.50
Sept.	135.00	3.38	131.62	140.00	3.50	136.50
Oct.	135.00	3.37	131.63	140.00	3.50	136.50
Nov.	135.00	3.38	131.62	140.00	3.50	136.50
Dec.	135.00	3.37	131.63	140.00	3.50	136.50
Yearly salary	1,620.00	40.50	1,579.50	1,680.00	42.00	1,638.00

Days	\$1,740			\$1,800		
	Basic Salary	2½% retire- ment deduc- tion	Basic salary less 2½% retire- ment de- duction	Basic salary	2½% retire- ment deduc- tion	Basic salary less 2½% retire- ment de- duction
1.....	\$4.83	\$0.12	\$4.71	\$5.00	\$0.12	\$4.88
2.....	9.67	.24	9.43	10.00	.25	9.75
3.....	14.50	.36	14.14	15.00	.37	14.63
4.....	19.33	.48	18.85	20.00	.50	19.50
5.....	24.17	.60	23.57	25.00	.62	24.38
6.....	29.00	.72	28.28	30.00	.75	29.25
7.....	33.83	.85	32.98	35.00	.87	34.13
8.....	38.67	.97	37.70	40.00	1.00	39.00
9.....	43.50	1.09	42.41	45.00	1.12	43.88
10.....	48.33	1.21	47.12	50.00	1.25	48.75
11.....	53.17	1.33	51.84	55.00	1.37	53.63
12.....	58.00	1.45	56.55	60.00	1.50	58.50
13.....	62.83	1.57	61.26	65.00	1.62	63.38
14.....	67.67	1.69	65.98	70.00	1.75	68.25
15.....	72.50	1.81	70.69	75.00	1.87	73.13
16.....	77.33	1.93	75.40	80.00	2.00	78.00
17.....	82.17	2.05	80.12	85.00	2.12	82.88
18.....	87.00	2.17	84.83	90.00	2.25	87.75
19.....	91.83	2.30	89.53	95.00	2.37	92.63
20.....	96.67	2.42	94.25	100.00	2.50	97.50
21.....	101.50	2.54	98.96	105.00	2.62	102.38
22.....	106.33	2.66	103.67	110.00	2.75	107.25
23.....	111.17	2.78	108.39	115.00	2.87	112.13
24.....	116.00	2.90	113.10	120.00	3.00	117.00
25.....	120.83	3.02	117.81	125.00	3.12	121.88
26.....	125.67	3.14	122.53	130.00	3.25	126.75
27.....	130.50	3.26	127.24	135.00	3.37	131.63
28.....	135.33	3.38	131.95	140.00	3.50	136.50
29.....	140.17	3.50	136.67	145.00	3.62	141.38
30.....	145.00	3.62	141.38	150.00	3.75	146.25
Months						
Jan.....	145.00	3.63	141.37	150.00	3.75	146.25
Feb.....	145.00	3.62	141.38	150.00	3.75	146.25
Mar.....	145.00	3.63	141.37	150.00	3.75	146.25
Apr.....	145.00	3.62	141.38	150.00	3.75	146.25
May.....	145.00	3.63	141.37	150.00	3.75	146.25
June.....	145.00	3.62	141.38	150.00	3.75	146.25
July.....	145.00	3.63	141.37	150.00	3.75	146.25
Aug.....	145.00	3.62	141.38	150.00	3.75	146.25
Sept.....	145.00	3.63	141.37	150.00	3.75	146.25
Oct.....	145.00	3.62	141.38	150.00	3.75	146.25
Nov.....	145.00	3.63	141.37	150.00	3.75	146.25
Dec.....	145.00	3.62	141.38	150.00	3.75	146.25
Yearly salary	1,740.00	43.50	1,696.50	1,800.00	45.00	1,755.00

Days	\$1,860			\$1,920		
	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction
1-----	\$5.17	\$0.13	\$5.04	\$5.33	\$0.13	\$5.20
2-----	10.33	.26	10.07	10.67	.27	10.40
3-----	15.50	.39	15.11	16.00	.40	15.60
4-----	20.67	.52	20.15	21.33	.53	20.80
5-----	25.83	.65	25.18	26.67	.67	26.00
6-----	31.00	.77	30.23	32.00	.80	31.20
7-----	36.17	.90	35.27	37.33	.93	36.40
8-----	41.33	1.03	40.30	42.67	1.07	41.60
9-----	46.50	1.16	45.34	48.00	1.20	46.80
10-----	51.67	1.29	50.38	53.33	1.33	52.00
11-----	56.83	1.42	55.41	58.67	1.47	57.20
12-----	62.00	1.55	60.45	64.00	1.60	62.40
13-----	67.17	1.68	65.49	69.33	1.73	67.60
14-----	72.33	1.81	70.52	74.67	1.87	72.80
15-----	77.50	1.94	75.56	80.00	2.00	78.00
16-----	82.67	2.07	80.60	85.33	2.13	83.20
17-----	87.83	2.20	85.63	90.67	2.27	88.40
18-----	93.00	2.32	90.68	96.00	2.40	93.60
19-----	98.17	2.45	95.72	101.33	2.53	98.80
20-----	103.33	2.58	100.75	106.67	2.67	104.00
21-----	108.50	2.71	105.79	112.00	2.80	109.20
22-----	113.67	2.84	110.83	117.33	2.93	114.40
23-----	118.83	2.97	115.86	122.67	3.07	119.60
24-----	124.00	3.10	120.90	128.00	3.20	124.80
25-----	129.17	3.23	125.94	133.33	3.33	130.00
26-----	134.33	3.36	130.97	138.67	3.47	135.20
27-----	139.50	3.49	136.01	144.00	3.60	140.40
28-----	144.67	3.62	141.05	149.33	3.73	145.60
29-----	149.83	3.75	146.08	154.67	3.87	150.80
30-----	155.00	3.87	151.13	160.00	4.00	156.00
Months						
Jan-----	155.00	3.88	151.12	160.00	4.00	156.00
Feb-----	155.00	3.87	151.13	160.00	4.00	156.00
Mar-----	155.00	3.88	151.12	160.00	4.00	156.00
Apr-----	155.00	3.87	151.13	160.00	4.00	156.00
May-----	155.00	3.88	151.12	160.00	4.00	156.00
June-----	155.00	3.87	151.13	160.00	4.00	156.00
July-----	155.00	3.88	151.12	160.00	4.00	156.00
Aug-----	155.00	3.87	151.13	160.00	4.00	156.00
Sept-----	155.00	3.88	151.12	160.00	4.00	156.00
Oct-----	155.00	3.87	151.13	160.00	4.00	156.00
Nov-----	155.00	3.88	151.12	160.00	4.00	156.00
Dec-----	155.00	3.87	151.13	160.00	4.00	156.00
Yearly salary	1,860.00	46.50	1,813.50	1,920.00	48.00	1,872.00

Days	\$1,980			\$2,000		
	Basic salary	2½% retire- ment deduc- tion	Basic salary less 2½% retire- ment de- duction	Basic salary	2½% retire- ment deduc- tion	Basic salary less 2½% retire- ment de- duction
1-----	\$5.50	.14	\$5.36	\$5.56	.14	\$5.42
2-----	11.00	.27	10.73	11.11	.28	10.83
3-----	16.50	.41	16.09	16.67	.42	16.25
4-----	22.00	.55	21.45	22.22	.56	21.66
5-----	27.50	.69	26.81	27.78	.69	27.09
6-----	33.00	.82	32.18	33.33	.83	32.50
7-----	38.50	.96	37.54	38.89	.97	37.92
8-----	44.00	1.10	42.90	44.44	1.11	43.33
9-----	49.50	1.24	48.26	50.00	1.25	48.75
10-----	55.00	1.37	53.63	55.56	1.39	54.17
11-----	60.50	1.51	58.99	61.11	1.53	59.58
12-----	66.00	1.65	64.35	66.67	1.67	65.00
13-----	71.50	1.79	69.71	72.22	1.81	70.41
14-----	77.00	1.92	75.08	77.78	1.94	75.84
15-----	82.50	2.06	80.44	83.33	2.08	81.25
16-----	88.00	2.20	85.80	88.89	2.22	86.67
17-----	93.50	2.34	91.16	94.44	2.36	92.08
18-----	99.00	2.47	96.53	100.00	2.50	97.50
19-----	104.50	2.61	101.89	105.56	2.64	102.92
20-----	110.00	2.75	107.25	111.11	2.78	108.33
21-----	115.50	2.89	112.61	116.67	2.92	113.75
22-----	121.00	3.02	117.98	122.22	3.06	119.16
23-----	126.50	3.16	123.34	127.78	3.19	124.59
24-----	132.00	3.30	128.70	133.33	3.33	130.00
25-----	137.50	3.44	134.06	138.89	3.47	135.42
26-----	143.00	3.57	139.43	144.44	3.61	140.83
27-----	148.50	3.71	144.79	150.00	3.75	146.25
28-----	154.00	3.85	150.15	155.56	3.89	151.67
29-----	159.50	3.99	155.51	161.11	4.08	157.08
30-----	165.00	4.12	160.88	166.67	4.17	162.50
Months						
Jan-----	165.00	4.13	160.87	166.66	4.16	162.50
Feb-----	165.00	4.12	160.88	166.67	4.17	162.50
Mar-----	165.00	4.13	160.87	166.67	4.17	162.50
Apr-----	165.00	4.12	160.88	166.66	4.16	162.50
May-----	165.00	4.13	160.87	166.67	4.17	162.50
June-----	165.00	4.12	160.88	166.67	4.17	162.50
July-----	165.00	4.13	160.87	166.66	4.16	162.50
Aug-----	165.00	4.12	160.88	166.67	4.17	162.50
Sept-----	165.00	4.13	160.87	166.67	4.17	162.50
Oct-----	165.00	4.12	160.88	166.66	4.16	162.50
Nov-----	165.00	4.13	160.87	166.67	4.17	162.50
Dec-----	165.00	4.12	160.88	166.67	4.17	162.50
Yearly salary	1,980.00	49.50	1,930.50	2,000.00	50.00	1,950.00

Days	\$2,040			\$2,100		
	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction
1	\$5.67	\$0.14	\$5.53	\$5.83	\$0.15	\$5.68
2	11.33	.28	11.05	11.67	.29	11.38
3	17.00	.42	16.58	17.50	.44	17.06
4	22.67	.57	22.10	23.33	.58	22.75
5	28.33	.71	27.62	29.17	.73	28.44
6	34.00	.85	33.15	35.00	.87	34.13
7	39.67	.99	38.68	40.83	1.02	39.81
8	45.33	1.13	44.20	46.67	1.17	45.50
9	51.00	1.27	49.73	52.50	1.31	51.19
10	56.67	1.42	55.25	58.33	1.46	56.87
11	62.33	1.56	60.77	64.17	1.60	62.57
12	68.00	1.70	66.30	70.00	1.75	68.25
13	73.67	1.84	71.83	75.83	1.90	73.93
14	79.33	1.98	77.35	81.67	2.04	79.63
15	85.00	2.12	82.88	87.50	2.19	85.31
16	90.67	2.27	88.40	93.33	2.33	91.00
17	96.33	2.41	93.92	99.17	2.48	96.69
18	102.00	2.55	99.45	105.00	2.62	102.38
19	107.67	2.69	104.98	110.83	2.77	108.06
20	113.33	2.83	110.50	116.67	2.92	113.75
21	119.00	2.97	116.03	122.50	3.06	119.44
22	124.67	3.12	121.55	128.33	3.21	125.12
23	130.33	3.26	127.07	134.17	3.35	130.82
24	136.00	3.40	132.60	140.00	3.50	136.50
25	141.67	3.54	138.13	145.83	3.65	142.18
26	147.33	3.68	143.65	151.67	3.79	147.88
27	153.00	3.82	149.18	157.50	3.94	153.56
28	158.67	3.97	154.70	163.33	4.08	159.25
29	164.33	4.11	160.22	169.17	4.23	164.94
30	170.00	4.25	165.75	175.00	4.37	170.63
Months						
Jan.	170.00	4.25	165.75	175.00	4.38	170.62
Feb.	170.00	4.25	165.75	175.00	4.37	170.63
Mar.	170.00	4.25	165.75	175.00	4.38	170.62
Apr.	170.00	4.25	165.75	175.00	4.37	170.63
May	170.00	4.25	165.75	175.00	4.38	170.62
June	170.00	4.25	165.75	175.00	4.37	170.63
July	170.00	4.25	165.75	175.00	4.38	170.62
Aug.	170.00	4.25	165.75	175.00	4.37	170.63
Sept.	170.00	4.25	165.75	175.00	4.38	170.62
Oct.	170.00	4.25	165.75	175.00	4.37	170.63
Nov.	170.00	4.25	165.75	175.00	4.38	170.62
Dec.	170.00	4.25	165.75	175.00	4.37	170.63
Yearly salary	2,040.00	51.00	1,989.00	2,100.00	52.50	2,047.50

Days	\$2,200			\$2,300		
	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction
1	\$6.11	\$0.15	\$5.96	\$6.39	\$0.16	\$6.23
2	12.22	.31	11.91	12.78	.32	12.46
3	18.33	.46	17.87	19.17	.48	18.69
4	24.44	.61	23.83	25.56	.64	24.92
5	30.56	.76	29.80	31.94	.80	31.14
6	36.67	.92	35.75	38.33	.96	37.37
7	42.78	1.07	41.71	44.72	1.12	43.60
8	48.89	1.22	47.67	51.11	1.28	49.83
9	55.00	1.37	53.63	57.50	1.44	56.06
10	61.11	1.53	59.58	63.89	1.60	62.29
11	67.22	1.68	65.54	70.28	1.76	68.52
12	73.33	1.83	71.50	76.67	1.92	74.75
13	79.44	1.99	77.45	83.06	2.08	80.98
14	85.56	2.14	83.42	89.44	2.24	87.20
15	91.67	2.29	89.38	95.83	2.40	93.43
16	97.78	2.44	95.34	102.22	2.56	99.66
17	103.89	2.60	101.29	108.61	2.72	105.39
18	110.00	2.75	107.25	115.00	2.87	112.13
19	116.11	2.90	113.21	121.39	3.03	118.36
20	122.22	3.06	119.16	127.78	3.19	124.59
21	128.33	3.21	125.12	134.17	3.35	130.82
22	134.44	3.36	131.08	140.56	3.51	137.05
23	140.56	3.51	137.05	146.94	3.67	143.27
24	146.67	3.67	143.00	153.33	3.83	149.50
25	152.78	3.82	148.96	159.72	3.99	155.73
26	158.89	3.97	154.92	166.11	4.15	161.96
27	165.00	4.12	160.88	172.50	4.31	168.19
28	171.11	4.28	166.83	178.89	4.47	174.42
29	177.22	4.43	172.79	185.28	4.63	180.65
30	183.33	4.58	178.75	191.67	4.79	186.88
Months						
Jan.	183.33	4.58	178.75	191.66	4.79	186.87
Feb.	183.33	4.58	178.75	191.67	4.79	186.88
Mar.	183.34	4.59	178.75	191.67	4.80	186.87
Apr.	183.33	4.58	178.75	191.66	4.78	186.88
May	183.33	4.58	178.75	191.67	4.80	186.87
June	183.34	4.59	178.75	191.67	4.79	186.88
July	183.33	4.58	178.75	191.66	4.79	186.87
Aug.	183.33	4.58	178.75	191.67	4.79	186.88
Sept.	183.34	4.59	178.75	191.67	4.80	186.87
Oct.	183.33	4.58	178.75	191.66	4.78	186.88
Nov.	183.33	4.58	178.75	191.67	4.80	186.87
Dec.	183.34	4.59	178.75	191.67	4.79	186.88
Yearly salary	2,200.00	55.00	2,145.00	2,300.00	57.50	2,242.50

Days	\$2,400			\$2,500		
	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction
1	\$6.67	\$0.17	\$6.50	\$6.94	\$0.17	\$6.77
2	13.33	.33	13.00	13.89	.35	13.54
3	20.00	.50	19.50	20.83	.52	20.31
4	26.67	.67	26.00	27.78	.69	27.09
5	33.33	.83	32.50	34.72	.87	33.85
6	40.00	1.00	39.00	41.67	1.04	40.63
7	46.67	1.17	45.50	48.61	1.22	47.39
8	53.33	1.33	52.00	55.56	1.39	54.17
9	60.00	1.50	58.50	62.50	1.56	60.94
10	66.67	1.67	65.00	69.44	1.74	67.70
11	73.33	1.83	71.50	76.39	1.91	74.48
12	80.00	2.00	78.00	83.33	2.08	81.25
13	86.67	2.17	84.50	90.28	2.26	88.02
14	93.33	2.33	91.00	97.22	2.43	94.79
15	100.00	2.50	97.50	104.17	2.60	101.57
16	106.67	2.67	104.00	111.11	2.78	108.33
17	113.33	2.83	110.50	118.06	2.95	115.11
18	120.00	3.00	117.00	125.00	3.12	121.88
19	126.67	3.17	123.50	131.94	3.30	128.64
20	133.33	3.33	130.00	138.89	3.47	135.42
21	140.00	3.50	136.50	145.83	3.65	142.18
22	146.67	3.67	143.00	152.78	3.82	148.96
23	153.33	3.83	149.50	159.72	3.99	155.73
24	160.00	4.00	156.00	166.67	4.17	162.50
25	166.67	4.17	162.50	173.61	4.34	169.27
26	173.33	4.33	169.00	180.56	4.51	176.05
27	180.00	4.50	175.50	187.50	4.69	182.81
28	186.67	4.67	182.00	194.44	4.86	189.58
29	193.33	4.83	188.50	201.39	5.03	196.36
30	200.00	5.00	195.00	208.33	5.21	203.12
Months						
Jan.	200.00	5.00	195.00	208.33	5.21	203.12
Feb.	200.00	5.00	195.00	208.33	5.20	203.13
Mar.	200.00	5.00	195.00	208.34	5.22	203.12
Apr.	200.00	5.00	195.00	208.33	5.20	203.13
May	200.00	5.00	195.00	208.33	5.21	203.12
June	200.00	5.00	195.00	208.34	5.21	203.13
July	200.00	5.00	195.00	208.33	5.21	203.12
Aug.	200.00	5.00	195.00	208.33	5.20	203.13
Sept.	200.00	5.00	195.00	208.34	5.22	203.12
Oct.	200.00	5.00	195.00	208.33	5.20	203.13
Nov.	200.00	5.00	195.00	208.33	5.21	203.12
Dec.	200.00	5.00	195.00	208.34	5.21	203.13
Yearly salary	2,400.00	60.00	2,340.00	2,500.00	62.50	2,437.50

Days	\$2,600			\$2,700		
	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction
1	\$7.22	\$0.18	\$7.04	\$7.50	\$0.19	\$7.31
2	14.44	.36	14.08	15.00	.37	14.63
3	21.67	.54	21.13	22.50	.56	21.94
4	28.89	.72	28.17	30.00	.75	29.25
5	36.11	.90	35.21	37.50	.94	36.56
6	43.33	1.08	42.25	45.00	1.12	43.88
7	50.56	1.26	49.30	52.50	1.31	51.19
8	57.78	1.44	56.34	60.00	1.50	58.50
9	65.00	1.62	63.38	67.50	1.69	65.81
10	72.22	1.81	70.41	75.00	1.87	73.13
11	79.44	1.99	77.45	82.50	2.06	80.44
12	86.67	2.17	84.50	90.00	2.25	87.75
13	93.89	2.35	91.54	97.50	2.44	95.06
14	101.11	2.53	98.58	105.00	2.62	102.38
15	108.33	2.71	105.62	112.50	2.81	109.69
16	115.56	2.89	112.67	120.00	3.00	117.00
17	122.78	3.07	119.71	127.50	3.19	124.31
18	130.00	3.25	126.75	135.00	3.37	131.63
19	137.22	3.43	133.79	142.50	3.56	138.94
20	144.44	3.61	140.83	150.00	3.75	146.25
21	151.67	3.79	147.88	157.50	3.94	153.56
22	158.89	3.97	154.92	165.00	4.12	160.88
23	166.11	4.15	161.96	172.50	4.31	168.19
24	173.33	4.33	169.00	180.00	4.50	175.50
25	180.56	4.51	176.05	187.50	4.69	182.81
26	187.78	4.69	183.09	195.00	4.87	190.13
27	195.00	4.87	190.13	202.50	5.06	197.44
28	202.22	5.06	197.16	210.00	5.25	204.75
29	209.44	5.24	204.20	217.50	5.44	212.06
30	216.67	5.42	211.25	225.00	5.62	219.38
Months						
Jan.	216.66	5.41	211.25	225.00	5.63	219.37
Feb.	216.67	5.42	211.25	225.00	5.62	219.38
Mar.	216.67	5.42	211.25	225.00	5.63	219.37
Apr.	216.66	5.41	211.25	225.00	5.62	219.38
May	216.67	5.42	211.25	225.00	5.63	219.37
June	216.67	5.42	211.25	225.00	5.62	219.38
July	216.66	5.41	211.25	225.00	5.63	219.37
Aug.	216.67	5.42	211.25	225.00	5.62	219.38
Sept.	216.67	5.42	211.25	225.00	5.63	219.37
Oct.	216.66	5.41	211.25	225.00	5.62	219.38
Nov.	216.67	5.42	211.25	225.00	5.63	219.37
Dec.	216.67	5.42	211.25	225.00	5.62	219.38
Yearly salary	2,600.00	65.00	2,535.00	2,760.00	67.50	2,632.50

Days	\$2,800			\$2,900		
	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction
1	\$7.78	\$0.19	\$7.59	\$8.06	\$0.20	\$7.86
2	15.56	.39	15.17	16.11	.40	15.71
3	23.33	.58	22.75	24.17	.60	23.57
4	31.11	.78	30.33	32.22	.81	31.41
5	38.89	.97	37.92	40.28	1.01	39.27
6	46.67	1.17	45.50	48.33	1.21	47.12
7	54.44	1.36	53.08	56.39	1.41	54.98
8	62.22	1.56	60.66	64.44	1.61	62.88
9	70.00	1.75	68.25	72.50	1.81	70.69
10	77.78	1.94	75.84	80.56	2.01	78.55
11	85.56	2.14	83.42	88.61	2.22	86.39
12	93.33	2.33	91.00	96.67	2.42	94.25
13	101.11	2.53	98.58	104.72	2.62	102.10
14	108.89	2.72	106.17	112.78	2.82	109.96
15	116.67	2.92	113.75	120.88	3.02	117.81
16	124.44	3.11	121.33	128.89	3.22	125.67
17	132.22	3.31	128.91	136.94	3.42	133.52
18	140.00	3.50	136.50	145.00	3.62	141.38
19	147.78	3.69	144.09	153.06	3.83	149.23
20	155.56	3.89	151.67	161.11	4.03	157.08
21	163.33	4.08	159.25	169.17	4.23	164.94
22	171.11	4.28	166.83	177.22	4.43	172.79
23	178.89	4.47	174.42	185.28	4.63	180.65
24	186.67	4.67	182.00	193.33	4.83	188.50
25	194.44	4.86	189.58	201.39	5.03	196.36
26	202.22	5.06	197.16	209.44	5.24	204.20
27	210.00	5.25	204.75	217.50	5.44	212.06
28	217.78	5.44	212.34	225.56	5.64	219.92
29	225.56	5.64	219.92	233.61	5.84	227.77
30	233.33	5.83	227.50	241.67	6.04	235.63
Months						
Jan.	233.33	5.83	227.50	241.66	6.04	235.62
Feb.	233.33	5.83	227.50	241.67	6.04	235.63
Mar.	233.34	5.84	227.50	241.67	6.05	235.62
Apr.	233.33	5.83	227.50	241.66	6.03	235.63
May	233.33	5.83	227.50	241.67	6.05	235.62
June	233.34	5.84	227.50	241.67	6.04	235.63
July	233.33	5.83	227.50	241.66	6.04	235.62
Aug.	233.33	5.83	227.50	241.67	6.04	235.63
Sept.	233.34	5.84	227.50	241.67	6.05	235.62
Oct.	233.33	5.83	227.50	241.66	6.03	235.63
Nov.	233.33	5.83	227.50	241.67	6.05	235.62
Dec.	233.34	5.84	227.50	241.67	6.04	235.63
Yearly salary	2,800.00	70.00	2,730.00	2,900.00	72.50	2,827.50

Days	\$3,000			\$3,100		
	Basic salary	2½% retire- ment deduc- tion	Basic salary less 2½% retire- ment de- duction	Basic salary	2½% retire- ment deduc- tion	Basic salary less 2½% retire- ment de- duction
1	\$8.33	\$0.21	\$8.12	\$8.61	\$0.22	\$8.39
2	16.67	.42	16.25	17.22	.43	16.79
3	25.00	.62	24.38	25.83	.65	25.18
4	33.33	.83	32.50	34.44	.86	33.58
5	41.67	1.04	40.63	43.06	1.08	41.98
6	50.00	1.25	48.75	51.67	1.29	50.38
7	58.33	1.46	56.87	60.28	1.51	58.77
8	66.67	1.67	65.00	68.89	1.72	67.17
9	75.00	1.87	73.13	77.50	1.94	75.56
10	83.33	2.08	81.25	86.11	2.15	83.96
11	91.67	2.29	89.38	94.72	2.37	92.35
12	100.00	2.50	97.50	103.33	2.58	100.75
13	108.33	2.71	105.62	111.94	2.80	109.14
14	116.67	2.92	113.75	120.56	3.01	117.55
15	125.00	3.12	121.88	129.17	3.23	125.94
16	133.33	3.33	130.00	137.78	3.44	134.34
17	141.67	3.54	138.13	146.39	3.66	142.73
18	150.00	3.75	146.25	155.00	3.87	151.13
19	158.33	3.96	154.37	163.61	4.09	159.52
20	166.67	4.17	162.50	172.22	4.21	167.91
21	175.00	4.37	170.63	180.83	4.52	176.31
22	183.33	4.58	178.75	189.44	4.74	184.70
23	191.67	4.79	186.88	198.06	4.95	193.11
24	200.00	5.00	195.00	206.67	5.17	201.50
25	208.33	5.21	203.12	215.28	5.38	209.90
26	216.67	5.42	211.25	223.89	5.60	218.29
27	225.00	5.62	219.38	232.50	5.81	226.69
28	233.33	5.83	227.50	241.11	6.03	235.08
29	241.67	6.04	235.63	249.72	6.24	243.48
30	250.00	6.25	243.75	258.33	6.46	251.87
Months						
Jan	250.00	6.25	243.75	258.33	6.46	251.87
Feb.	250.00	6.25	243.75	258.33	6.45	251.88
Mar.	250.00	6.25	243.75	258.34	6.47	251.87
Apr.	250.00	6.25	243.75	258.33	6.45	251.88
May	250.00	6.25	243.75	258.33	6.46	251.87
June	250.00	6.25	243.75	258.34	6.46	251.88
July	250.00	6.25	243.75	258.33	6.46	251.87
Aug.	250.00	6.25	243.75	258.33	6.45	251.88
Sept.	250.00	6.25	243.75	258.34	6.47	251.87
Oct.	250.00	6.25	243.75	258.33	6.45	251.88
Nov.	250.00	6.25	243.75	258.33	6.46	251.87
Dec.	250.00	6.25	243.75	258.34	6.46	251.88
Yearly salary	3,000.00	75.00	2,925.00	3,100.00	77.50	3,022.50

Days	\$3,200			\$3,300		
	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction
1-----	\$8.89	\$0.22	\$8.67	\$9.17	\$0.23	\$8.94
2-----	17.78	.44	17.34	18.33	.46	17.87
3-----	26.67	.67	26.00	27.50	.69	26.81
4-----	35.56	.89	34.67	36.67	.92	35.75
5-----	44.44	1.11	43.33	45.83	1.15	44.68
6-----	53.33	1.33	52.00	55.00	1.37	53.63
7-----	62.22	1.56	60.66	64.17	1.60	62.57
8-----	71.11	1.78	69.33	73.33	1.83	71.50
9-----	80.00	2.00	78.00	82.50	2.06	80.44
10-----	88.89	2.22	86.67	91.67	2.29	89.38
11-----	97.78	2.44	95.34	100.83	2.52	98.31
12-----	106.67	2.67	104.00	110.00	2.75	107.25
13-----	115.56	2.89	112.67	119.17	2.98	116.19
14-----	124.44	3.11	121.33	128.33	3.21	125.12
15-----	133.33	3.33	130.00	137.50	3.44	134.06
16-----	142.22	3.56	138.66	146.67	3.67	143.00
17-----	151.11	3.78	147.33	155.83	3.90	151.93
18-----	160.00	4.00	156.00	165.00	4.12	160.88
19-----	168.89	4.22	164.67	174.17	4.35	169.82
20-----	177.78	4.44	173.34	183.33	4.58	178.75
21-----	186.67	4.67	182.00	192.50	4.81	187.69
22-----	195.56	4.89	190.67	201.67	5.04	196.63
23-----	204.44	5.11	199.33	210.83	5.27	205.56
24-----	213.33	5.33	208.00	220.00	5.50	214.50
25-----	222.22	5.56	216.66	229.17	5.73	223.44
26-----	231.11	5.78	225.33	238.33	5.96	232.37
27-----	240.00	6.00	234.00	247.50	6.19	241.31
28-----	248.89	6.22	242.67	256.67	6.42	250.25
29-----	257.78	6.44	251.34	265.83	6.65	259.18
30-----	266.67	6.67	260.00	275.00	6.87	268.13
Months						
Jan-----	266.66	6.66	260.00	275.00	6.88	268.12
Feb-----	266.67	6.67	260.00	275.00	6.87	268.13
Mar-----	266.67	6.67	260.00	275.00	6.88	268.12
Apr-----	266.66	6.66	260.00	275.00	6.87	268.13
May-----	266.67	6.67	260.00	275.00	6.88	268.12
June-----	266.67	6.67	260.00	275.00	6.87	268.13
July-----	266.66	6.66	260.00	275.00	6.88	268.12
Aug-----	266.67	6.67	260.00	275.00	6.87	268.13
Sept-----	266.67	6.67	260.00	275.00	6.88	268.12
Oct-----	266.66	6.66	260.00	275.00	6.87	268.13
Nov-----	266.67	6.67	260.00	275.00	6.88	268.12
Dec-----	266.67	6.67	260.00	275.00	6.87	268.13
Yearly salary	3,200.00	80.00	3,120.00	3,300.00	82.50	3,217.50

Days	\$3,400			\$3,500		
	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction
1	\$9.44	\$0.24	\$9.20	\$9.72	\$0.24	\$9.48
2	18.89	.47	18.42	19.44	.49	18.95
3	28.33	.71	27.62	29.17	.73	28.44
4	37.78	.94	36.84	38.89	.97	37.92
5	47.22	1.18	46.04	48.61	1.22	47.39
6	56.67	1.42	55.25	58.33	1.46	56.87
7	66.11	1.65	64.46	68.06	1.70	66.36
8	75.56	1.89	73.67	77.78	1.94	75.84
9	85.00	2.12	82.88	87.50	2.19	85.31
10	94.44	2.36	92.08	97.22	2.43	94.79
11	103.89	2.60	101.29	106.94	2.67	104.27
12	113.33	2.83	110.50	116.67	2.92	113.75
13	122.78	3.07	119.71	126.39	3.16	123.23
14	132.22	3.31	128.91	136.11	3.40	132.71
15	141.67	3.54	138.13	145.83	3.65	142.18
16	151.11	3.78	147.33	155.56	3.89	151.67
17	160.56	4.01	156.55	165.28	4.13	161.15
18	170.00	4.25	165.75	175.00	4.37	170.63
19	179.44	4.49	174.95	184.72	4.62	180.10
20	188.89	4.72	184.17	194.44	4.86	189.58
21	198.33	4.96	193.37	204.17	5.10	199.07
22	207.78	5.19	202.59	213.89	5.35	208.54
23	217.22	5.43	211.79	223.61	5.59	218.02
24	226.67	5.67	221.00	233.33	5.83	227.50
25	236.11	5.90	230.21	243.06	6.08	236.98
26	245.56	6.14	239.42	252.78	6.32	246.46
27	255.00	6.37	248.63	262.50	6.56	255.94
28	264.44	6.61	257.83	272.22	6.81	265.41
29	273.89	6.85	267.04	281.94	7.05	274.39
30	283.33	7.08	276.25	291.67	7.29	284.38
Months						
Jan.	283.33	7.08	276.25	291.66	7.29	284.37
Feb.	283.33	7.08	276.25	291.67	7.29	284.38
Mar.	283.34	7.09	276.25	291.67	7.30	284.37
Apr.	283.33	7.08	276.25	291.66	7.28	284.38
May	283.33	7.08	276.25	291.67	7.30	284.37
June	283.34	7.09	276.25	291.67	7.29	284.38
July	283.33	7.08	276.25	291.66	7.29	284.37
Aug.	283.33	7.08	276.25	291.67	7.29	284.38
Sept.	283.34	7.09	276.25	291.67	7.30	284.37
Oct.	283.33	7.08	276.25	291.66	7.28	284.38
Nov.	283.33	7.08	276.25	291.67	7.30	284.37
Dec.	283.34	7.09	276.25	291.67	7.29	284.38
Yearly salary	3,400.00	85.00	3,315.00	3,500.00	87.50	3,412.50

Days	\$3,600			\$3,700		
	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction
1-----	\$10.00	\$0.25	\$9.75	\$10.28	\$0.26	\$10.02
2-----	20.00	.50	19.50	20.56	.51	20.05
3-----	30.00	.75	29.25	30.83	.77	30.06
4-----	40.00	1.00	39.00	41.11	1.03	40.08
5-----	50.00	1.25	48.75	51.39	1.28	50.11
6-----	60.00	1.50	58.50	61.67	1.54	60.13
7-----	70.00	1.75	68.25	71.94	1.80	70.14
8-----	80.00	2.00	78.00	82.22	2.06	80.16
9-----	90.00	2.25	87.75	92.50	2.31	90.19
10-----	100.00	2.50	97.50	102.78	2.57	100.21
11-----	110.00	2.75	107.25	113.06	2.83	110.23
12-----	120.00	3.00	117.00	123.83	3.08	120.25
13-----	130.00	3.25	126.75	133.61	3.34	130.27
14-----	140.00	3.50	136.50	143.89	3.60	140.29
15-----	150.00	3.75	146.25	154.17	3.85	150.32
16-----	160.00	4.00	156.00	164.44	4.11	160.33
17-----	170.00	4.25	165.75	174.72	4.37	170.35
18-----	180.00	4.50	175.50	185.00	4.62	180.38
19-----	190.00	4.75	185.25	195.28	4.88	190.40
20-----	200.00	5.00	195.00	205.56	5.14	200.42
21-----	210.00	5.25	204.75	215.83	5.40	210.43
22-----	220.00	5.50	214.50	226.11	5.65	220.46
23-----	230.00	5.75	224.25	236.39	5.91	230.48
24-----	240.00	6.00	234.00	246.67	6.17	240.50
25-----	250.00	6.25	243.75	256.94	6.42	250.52
26-----	260.00	6.50	253.50	267.22	6.68	260.54
27-----	270.00	6.75	263.25	277.50	6.94	270.56
28-----	280.00	7.00	273.00	287.78	7.19	280.59
29-----	290.00	7.25	282.75	298.06	7.45	290.61
30-----	300.00	7.50	292.50	308.33	7.71	300.62
Months						
Jan-----	300.00	7.50	292.50	308.33	7.71	300.62
Feb-----	300.00	7.50	292.50	308.33	7.70	300.63
Mar-----	300.00	7.50	292.50	308.34	7.72	300.62
Apr-----	300.00	7.50	292.50	308.33	7.70	300.63
May-----	300.00	7.50	292.50	308.33	7.71	300.62
June-----	300.00	7.50	292.50	308.34	7.71	300.63
July-----	300.00	7.50	292.50	308.33	7.71	300.62
Aug-----	300.00	7.50	292.50	308.33	7.70	300.63
Sept-----	300.00	7.50	292.50	308.34	7.72	300.62
Oct-----	300.00	7.50	292.50	308.33	7.70	300.63
Nov-----	300.00	7.50	292.50	308.33	7.71	300.62
Dec-----	300.00	7.50	292.50	308.34	7.71	300.63
Yearly salary	3,600.00	90.00	3,510.00	3,700.00	92.50	3,607.50

Days	\$3,800			\$3,900		
	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction
1	\$10.56	\$0.26	\$10.30	\$10.83	\$0.27	\$10.56
2	21.11	.53	20.58	21.67	.54	21.13
3	31.67	.79	30.88	32.50	.81	31.69
4	42.22	1.06	41.16	43.33	1.08	42.25
5	52.78	1.32	51.46	54.17	1.35	52.82
6	63.33	1.58	61.75	65.00	1.62	63.38
7	73.89	1.85	72.04	75.83	1.90	73.93
8	84.44	2.11	82.33	86.67	2.17	84.50
9	95.00	2.37	92.63	97.50	2.44	95.06
10	105.56	2.64	102.92	108.33	2.71	105.62
11	116.11	2.90	113.21	119.17	2.98	116.19
12	126.67	3.17	123.50	130.00	3.25	126.75
13	137.22	3.43	133.79	140.83	3.52	137.31
14	147.78	3.69	144.09	151.67	3.79	147.88
15	158.33	3.96	154.37	162.50	4.06	158.44
16	168.89	4.22	164.67	173.33	4.33	169.00
17	179.44	4.49	174.95	184.17	4.60	179.57
18	190.00	4.75	185.25	195.00	4.87	190.13
19	200.56	5.01	195.55	205.83	5.15	200.68
20	211.11	5.28	205.83	216.67	5.42	211.25
21	221.67	5.54	216.13	227.50	5.69	221.81
22	232.22	5.81	226.41	238.33	5.96	232.37
23	242.78	6.07	236.71	249.17	6.23	242.94
24	253.33	6.33	247.00	260.00	6.50	253.50
25	263.89	6.60	257.29	270.83	6.77	264.06
26	274.44	6.86	267.58	281.67	7.04	274.63
27	285.00	7.12	277.88	292.50	7.31	285.19
28	295.56	7.39	288.17	303.33	7.58	295.75
29	306.11	7.65	298.46	314.17	7.85	306.32
30	316.67	7.92	308.75	325.00	8.12	316.88
Months						
Jan.	316.66	7.91	308.75	325.00	8.13	316.87
Feb.	316.67	7.92	308.75	325.00	8.12	316.88
Mar.	316.67	7.92	308.75	325.00	8.13	316.87
Apr.	316.66	7.91	308.75	325.00	8.12	316.88
May	316.67	7.92	308.75	325.00	8.13	316.87
June	316.67	7.92	308.75	325.00	8.12	316.88
July	316.66	7.91	308.75	325.00	8.13	316.87
Aug.	316.67	7.92	308.75	325.00	8.12	316.88
Sept.	316.67	7.92	308.75	325.00	8.13	316.87
Oct.	316.66	7.91	308.75	325.00	8.12	316.88
Nov.	316.67	7.92	308.75	325.00	8.13	316.87
Dec.	316.67	7.92	308.75	325.00	8.12	316.88
Yearly salary	3,800.00	95.00	3,705.00	3,900.00	97.50	3,802.50

Days	\$4,000			\$4,200		
	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction
1-----	\$11.11	\$0.28	\$10.83	\$11.67	\$0.29	\$11.38
2-----	22.22	.56	21.66	23.33	.58	22.75
3-----	33.33	.88	32.50	35.00	.87	34.13
4-----	44.44	1.11	43.33	46.67	1.17	45.50
5-----	55.56	1.39	54.17	58.33	1.46	56.87
6-----	66.67	1.67	65.00	70.00	1.75	68.25
7-----	77.78	1.94	75.84	81.67	2.04	79.63
8-----	88.89	2.22	86.67	93.33	2.33	91.00
9-----	100.00	2.50	97.50	105.00	2.62	102.38
10-----	111.11	2.78	108.33	116.67	2.92	113.75
11-----	122.22	3.06	119.16	128.33	3.21	125.12
12-----	133.33	3.33	130.00	140.00	3.50	136.50
13-----	144.44	3.61	140.83	151.67	3.79	147.88
14-----	155.56	3.89	151.67	163.33	4.08	159.25
15-----	166.67	4.17	162.50	175.00	4.37	170.63
16-----	177.78	4.44	173.34	186.67	4.67	182.00
17-----	188.89	4.72	184.17	198.33	4.96	198.37
18-----	200.00	5.00	195.00	210.00	5.25	204.75
19-----	211.11	5.28	205.83	221.67	5.54	216.13
20-----	222.22	5.56	216.66	233.33	5.83	227.50
21-----	233.33	5.83	227.50	245.00	6.12	238.88
22-----	244.44	6.11	238.33	256.67	6.42	250.25
23-----	255.56	6.39	249.17	268.33	6.71	261.62
24-----	266.67	6.67	260.00	280.00	7.00	273.00
25-----	277.78	6.94	270.84	291.67	7.29	284.38
26-----	288.89	7.22	281.67	303.33	7.58	295.75
27-----	300.00	7.50	292.50	315.00	7.87	307.13
28-----	311.11	7.78	303.33	326.67	8.17	318.50
29-----	322.22	8.06	314.16	338.33	8.46	329.87
30-----	333.33	8.33	325.00	350.00	8.75	341.25
Months						
Jan-----	333.33	8.33	325.00	350.00	8.75	341.25
Feb-----	333.33	8.33	325.00	350.00	8.75	341.25
Mar-----	333.34	8.34	325.00	350.00	8.75	341.25
Apr-----	333.33	8.33	325.00	350.00	8.75	341.25
May-----	333.33	8.33	325.00	350.00	8.75	341.25
June-----	333.34	8.34	325.00	350.00	8.75	341.25
July-----	333.33	8.33	325.00	350.00	8.75	341.25
Aug-----	333.33	8.33	325.00	350.00	8.75	341.25
Sept-----	333.34	8.34	325.00	350.00	8.75	341.25
Oct-----	333.33	8.33	325.00	350.00	8.75	341.25
Nov-----	333.33	8.33	325.00	350.00	8.75	341.25
Dec-----	333.34	8.34	325.00	350.00	8.75	341.25
Yearly salary	4,000.00	100.00	3,900.00	4,200.00	105.00	4,095.00

Days	\$4,400			\$4,600		
	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction
1	\$12.22	\$0.31	\$11.91	\$12.78	\$0.32	\$12.46
2	24.44	.61	23.83	25.56	.64	24.92
3	36.67	.92	35.75	38.33	.96	37.37
4	48.89	1.22	47.67	51.11	1.28	49.82
5	61.11	1.53	59.58	63.89	1.60	62.29
6	73.33	1.83	71.50	76.67	1.92	74.75
7	85.56	2.14	83.42	89.44	2.24	87.20
8	97.78	2.44	95.34	102.22	2.56	99.66
9	110.00	2.75	107.25	115.00	2.87	112.13
10	122.22	3.06	119.16	127.78	3.19	124.59
11	134.44	3.36	131.08	140.56	3.51	137.05
12	146.67	3.67	143.00	153.33	3.83	149.50
13	158.89	3.97	154.92	166.11	4.15	161.96
14	171.11	4.28	166.83	178.89	4.47	174.42
15	183.33	4.58	178.75	191.67	4.79	186.88
16	195.56	4.89	190.67	204.44	5.11	199.33
17	207.78	5.19	202.59	217.22	5.43	211.79
18	220.00	5.50	214.50	230.00	5.75	224.25
19	232.22	5.81	226.41	242.78	6.07	236.71
20	244.44	6.11	238.33	255.56	6.39	249.17
21	256.67	6.42	250.25	268.33	6.71	261.62
22	268.89	6.72	262.17	281.11	7.03	274.08
23	281.11	7.03	274.08	293.89	7.35	286.54
24	293.33	7.33	286.00	306.67	7.67	299.00
25	305.56	7.64	297.92	319.44	7.99	311.45
26	317.78	7.94	309.84	332.22	8.31	323.91
27	330.00	8.25	321.75	345.00	8.62	336.38
28	342.22	8.56	333.66	357.78	8.94	348.84
29	354.44	8.86	345.58	370.56	9.26	361.30
30	366.67	9.17	357.50	383.33	9.58	373.75
Months						
Jan.	366.66	9.16	357.50	383.33	9.58	373.75
Feb.	366.67	9.17	357.50	383.33	9.58	373.75
Mar.	366.67	9.17	357.50	383.34	9.59	373.75
Apr.	366.66	9.16	357.50	383.33	9.58	373.75
May	366.67	9.17	357.50	383.33	9.58	373.75
June	366.67	9.17	357.50	383.34	9.59	373.75
July	366.66	9.16	357.50	383.33	9.58	373.75
Aug.	366.67	9.17	357.50	383.33	9.58	373.75
Sept.	366.67	9.17	357.50	383.34	9.59	373.75
Oct.	366.66	9.16	357.50	383.33	9.58	373.75
Nov.	366.67	9.17	357.50	383.33	9.58	373.75
Dec.	366.67	9.17	357.50	383.34	9.59	373.75
Yearly salary	4,400.00	110.00	4,290.00	4,600.00	115.00	4,485.00

Days	\$4,800			\$5,000		
	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction
1	\$13.33	\$0.33	\$13.00	\$13.89	\$0.35	\$13.54
2	26.67	.67	26.00	27.78	.69	27.09
3	40.00	1.00	39.00	41.67	1.04	40.63
4	53.33	1.33	52.00	55.56	1.39	54.17
5	66.67	1.67	65.00	69.44	1.74	67.70
6	80.00	2.00	78.00	83.33	2.08	81.25
7	93.33	2.33	91.00	97.22	2.43	94.79
8	106.67	2.67	104.00	111.11	2.78	108.33
9	120.00	3.00	117.00	125.00	3.12	121.88
10	133.33	3.33	130.00	138.89	3.47	135.42
11	146.67	3.67	143.00	152.78	3.82	148.96
12	160.00	4.00	156.00	166.67	4.17	162.50
13	173.33	4.33	169.00	180.56	4.51	176.05
14	186.67	4.67	182.00	194.44	4.86	189.58
15	200.00	5.00	195.00	208.33	5.21	203.12
16	213.33	5.33	208.00	222.22	5.56	216.66
17	226.67	5.67	221.00	236.11	5.90	230.21
18	240.00	6.00	234.00	250.00	6.25	243.75
19	253.33	6.33	247.00	263.89	6.60	257.29
20	266.67	6.67	260.00	277.78	6.94	270.84
21	280.00	7.00	273.00	291.67	7.29	284.38
22	293.33	7.33	286.00	305.56	7.64	297.92
23	306.67	7.67	299.00	319.44	7.99	311.45
24	320.00	8.00	312.00	333.33	8.33	325.00
25	333.33	8.33	325.00	347.22	8.68	338.54
26	346.67	8.67	338.00	361.11	9.03	352.08
27	360.00	9.00	351.00	375.00	9.37	365.63
28	373.33	9.33	364.00	388.89	9.72	379.17
29	386.67	9.67	377.00	402.78	10.07	392.71
30	400.00	10.00	390.00	416.67	10.42	406.25
Months						
Jan.	400.00	10.00	390.00	416.66	10.41	406.25
Feb.	400.00	10.00	390.00	416.67	10.42	406.25
Mar.	400.00	10.00	390.00	416.67	10.42	406.25
Apr.	400.00	10.00	390.00	416.66	10.41	406.25
May	400.00	10.00	390.00	416.67	10.42	406.25
June	400.00	10.00	390.00	416.67	10.42	406.25
July	400.00	10.00	390.00	416.66	10.41	406.25
Aug.	400.00	10.00	390.00	416.67	10.42	406.25
Sept.	400.00	10.00	390.00	416.67	10.42	406.25
Oct.	400.00	10.00	390.00	416.66	10.41	406.25
Nov.	400.00	10.00	390.00	416.67	10.42	406.25
Dec.	400.00	10.00	390.00	416.67	10.42	406.25
Yearly salary	4,800.00	120.00	4,680.00	5,000.00	125.00	4,875.00

Days	\$5,200			\$5,400		
	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction
1	\$14.44	\$0.36	\$14.08	\$15.00	\$0.37	\$14.63
2	28.89	.72	28.17	30.00	.75	29.25
3	43.33	1.08	42.25	45.00	1.12	43.88
4	57.78	1.44	56.34	60.00	1.50	58.50
5	72.22	1.81	70.41	75.00	1.87	73.13
6	86.67	2.17	84.50	90.00	2.25	87.75
7	101.11	2.53	98.58	105.00	2.62	102.38
8	115.56	2.89	112.67	120.00	3.00	117.00
9	130.00	3.25	126.75	135.00	3.37	131.63
10	144.44	3.61	140.83	150.00	3.75	146.25
11	158.89	3.97	154.92	165.00	4.12	160.88
12	173.33	4.33	169.00	180.00	4.50	175.50
13	187.78	4.69	183.09	195.00	4.87	190.13
14	202.22	5.06	197.16	210.00	5.25	204.75
15	216.67	5.42	211.25	225.00	5.62	219.38
16	231.11	5.78	225.33	240.00	6.00	234.00
17	245.56	6.14	239.42	255.00	6.37	248.63
18	260.00	6.50	253.50	270.00	6.75	263.25
19	274.44	6.86	267.58	285.00	7.12	277.88
20	288.89	7.22	281.67	300.00	7.50	292.50
21	303.33	7.58	295.75	315.00	7.87	307.13
22	317.78	7.94	309.84	330.00	8.25	321.75
23	332.22	8.31	323.91	345.00	8.62	336.38
24	346.67	8.67	338.00	360.00	9.00	351.00
25	361.11	9.03	352.08	375.00	9.37	365.63
26	375.56	9.39	366.17	390.00	9.75	380.25
27	390.00	9.75	380.25	405.00	10.12	394.88
28	404.44	10.11	394.33	420.00	10.50	409.50
29	418.89	10.47	408.42	435.00	10.87	424.13
30	433.33	10.83	422.50	450.00	11.25	438.75
Months						
Jan.	433.33	10.83	422.50	450.00	11.25	438.75
Feb.	433.33	10.83	422.50	450.00	11.25	438.75
Mar.	433.34	10.84	422.50	450.00	11.25	438.75
Apr.	433.33	10.83	422.50	450.00	11.25	438.75
May	433.33	10.83	422.50	450.00	11.25	438.75
June	433.34	10.84	422.50	450.00	11.25	438.75
July	433.33	10.83	422.50	450.00	11.25	438.75
Aug.	433.33	10.83	422.50	450.00	11.25	438.75
Sept.	433.34	10.84	422.50	450.00	11.25	438.75
Oct.	433.33	10.83	422.50	450.00	11.25	438.75
Nov.	433.33	10.83	422.50	450.00	11.25	438.75
Dec.	433.34	10.84	422.50	450.00	11.25	438.75
Yearly salary	5,200.00	130.00	5,070.00	5,400.00	135.00	5,265.00

Days	\$5,600			\$5,800		
	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction
1-----	\$15.56	\$0.39	\$15.17	\$16.11	\$0.40	\$15.71
2-----	31.11	.78	30.33	32.22	.81	31.41
3-----	46.67	1.17	45.50	48.33	1.21	47.12
4-----	62.22	1.56	60.66	64.44	1.61	62.83
5-----	77.78	1.94	75.84	80.56	2.01	78.55
6-----	93.33	2.33	91.00	96.67	2.42	94.25
7-----	108.89	2.72	106.17	112.78	2.82	109.96
8-----	124.44	3.11	121.33	128.89	3.22	125.67
9-----	140.00	3.50	136.50	145.00	3.62	141.38
10-----	155.56	3.89	151.67	161.11	4.03	157.08
11-----	171.11	4.28	166.83	177.22	4.43	172.79
12-----	186.67	4.67	182.00	193.33	4.83	188.50
13-----	202.22	5.06	197.16	209.44	5.24	204.20
14-----	217.78	5.44	212.34	225.56	5.64	219.92
15-----	233.33	5.83	227.50	241.67	6.04	235.63
16-----	248.89	6.22	242.67	257.78	6.44	251.34
17-----	264.44	6.61	257.83	273.89	6.85	267.04
18-----	280.00	7.00	273.00	290.00	7.25	282.75
19-----	295.56	7.39	288.17	306.11	7.65	298.46
20-----	311.11	7.78	303.33	322.22	8.06	314.16
21-----	326.67	8.17	318.50	338.33	8.46	329.87
22-----	342.22	8.56	333.66	354.44	8.86	345.58
23-----	357.78	8.94	348.84	370.56	9.26	361.30
24-----	373.33	9.33	364.00	386.67	9.67	377.00
25-----	388.89	9.72	379.17	402.78	10.07	392.71
26-----	404.44	10.11	394.33	418.89	10.47	408.42
27-----	420.00	10.50	409.50	435.00	10.87	424.13
28-----	435.56	10.89	424.67	451.11	11.28	439.83
29-----	451.11	11.28	439.83	467.22	11.68	455.54
30-----	466.67	11.67	455.00	483.33	12.08	471.25
Months						
Jan-----	466.66	11.66	455.00	483.33	12.08	471.25
Feb-----	466.67	11.67	455.00	483.33	12.08	471.25
Mar-----	466.67	11.67	455.00	483.34	12.09	471.25
Apr-----	466.66	11.66	455.00	483.33	12.08	471.25
May-----	466.67	11.67	455.00	483.33	12.08	471.25
June-----	466.67	11.67	455.00	483.34	12.09	471.25
July-----	466.66	11.66	455.00	483.33	12.08	471.25
Aug-----	466.67	11.67	455.00	483.33	12.08	471.25
Sept-----	466.67	11.67	455.00	483.34	12.09	471.25
Oct-----	466.66	11.66	455.00	483.33	12.08	471.25
Nov-----	466.67	11.67	455.00	483.33	12.08	471.25
Dec-----	466.67	11.67	455.00	483.34	12.09	471.25
Yearly salary	5,600.00	140.00	5,460.00	5,800.00	145.00	5,655.00

Days	\$6,000			\$6,500		
	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction
1	\$16.67	\$0.42	\$16.25	\$18.06	\$0.45	\$17.61
2	33.33	.83	32.50	36.11	.90	35.21
3	50.00	1.25	48.75	54.17	1.35	52.82
4	66.67	1.67	65.00	72.22	1.81	70.41
5	83.33	2.08	81.25	90.28	2.26	88.02
6	100.00	2.50	97.50	108.33	2.71	105.62
7	116.67	2.92	113.75	126.39	3.16	123.23
8	133.33	3.33	130.00	144.44	3.61	140.83
9	150.00	3.75	146.25	162.50	4.06	158.44
10	166.67	4.17	162.50	180.56	4.51	176.05
11	183.33	4.58	178.75	198.61	4.97	193.64
12	200.00	5.00	195.00	216.67	5.42	211.25
13	216.67	5.42	211.25	234.72	5.87	228.85
14	233.33	5.83	227.50	252.78	6.32	246.46
15	250.00	6.25	243.75	270.83	6.77	264.06
16	266.67	6.67	260.00	288.89	7.22	281.67
17	283.33	7.08	276.25	306.94	7.67	299.27
18	300.00	7.50	292.50	325.00	8.12	316.88
19	316.67	7.92	308.75	343.06	8.58	334.48
20	333.33	8.33	325.00	361.11	9.03	352.08
21	350.00	8.75	341.25	379.17	9.48	369.69
22	366.67	9.17	357.50	397.22	9.93	387.29
23	383.33	9.58	373.75	415.28	10.38	404.90
24	400.00	10.00	390.00	433.33	10.83	422.50
25	416.67	10.42	406.25	451.89	11.28	440.11
26	433.33	10.83	422.50	469.44	11.74	457.70
27	450.00	11.25	438.75	487.50	12.19	475.31
28	466.67	11.67	455.00	505.56	12.64	492.92
29	483.33	12.08	471.25	523.61	13.09	510.52
30	500.00	12.50	487.50	541.67	13.54	528.13
Months						
Jan.	500.00	12.50	487.50	541.66	13.54	528.12
Feb.	500.00	12.50	487.50	541.67	13.54	528.13
Mar.	500.00	12.50	487.50	541.67	13.55	528.12
Apr.	500.00	12.50	487.50	541.66	13.53	528.13
May	500.00	12.50	487.50	541.67	13.55	528.12
June	500.00	12.50	487.50	541.67	13.54	528.13
July	500.00	12.50	487.50	541.66	13.54	528.12
Aug.	500.00	12.50	487.50	541.67	13.54	528.13
Sept.	500.00	12.50	487.50	541.67	13.55	528.12
Oct.	500.00	12.50	487.50	541.66	13.53	528.13
Nov.	500.00	12.50	487.50	541.67	13.55	528.12
Dec.	500.00	12.50	487.50	541.67	13.54	528.13
Yearly salary	6,000.00	150.00	5,850.00	6,500.00	162.50	6,337.50

Days	\$7,000			\$7,500		
	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction
1	\$19.44	\$0.49	\$18.95	\$20.83	\$0.52	\$20.31
2	38.89	.97	37.92	41.67	1.04	40.63
3	58.33	1.46	56.87	62.50	1.56	60.94
4	77.78	1.94	75.84	83.33	2.08	81.25
5	97.22	2.43	94.79	104.17	2.60	101.57
6	116.67	2.92	113.75	125.00	3.12	121.88
7	136.11	3.40	132.71	145.83	3.65	142.18
8	155.56	3.89	151.67	166.67	4.17	162.50
9	175.00	4.37	170.63	187.50	4.69	182.81
10	194.44	4.86	189.58	208.83	5.21	203.12
11	213.89	5.35	208.54	229.17	5.73	223.44
12	233.33	5.83	227.50	250.00	6.25	243.75
13	252.78	6.32	246.46	270.83	6.77	264.06
14	272.22	6.81	265.41	291.67	7.29	284.38
15	291.67	7.29	284.38	312.50	7.81	304.69
16	311.11	7.78	303.33	333.33	8.33	325.00
17	330.56	8.26	322.30	354.17	8.85	345.82
18	350.00	8.75	341.25	375.00	9.37	365.63
19	369.44	9.24	360.20	395.83	9.90	385.93
20	388.89	9.72	379.17	416.67	10.42	406.25
21	408.33	10.21	398.12	437.50	10.94	426.56
22	427.78	10.69	417.09	458.33	11.46	446.87
23	447.22	11.18	436.04	479.17	11.98	467.19
24	466.67	11.67	455.00	500.00	12.50	487.50
25	486.11	12.15	473.96	520.83	13.02	507.81
26	505.56	12.64	492.92	541.67	13.54	528.13
27	525.00	13.12	511.88	562.50	14.06	548.44
28	544.44	13.61	530.33	583.33	14.58	568.75
29	563.89	14.10	549.79	604.17	15.10	589.07
30	583.33	14.58	568.75	625.00	15.62	609.38
Months						
Jan.	583.33	14.58	568.75	625.00	15.63	609.37
Feb.	583.33	14.58	568.75	625.00	15.62	609.38
Mar.	583.34	14.59	568.75	625.00	15.63	609.37
Apr.	583.33	14.58	568.75	625.00	15.62	609.38
May	583.33	14.58	568.75	625.00	15.63	609.37
June	583.34	14.59	568.75	625.00	15.62	609.38
July	583.33	14.58	568.75	625.00	15.63	609.37
Aug.	583.33	14.58	568.75	625.00	15.62	609.38
Sept.	583.34	14.59	568.75	625.00	15.63	609.37
Oct.	583.33	14.58	568.75	625.00	15.62	609.38
Nov.	583.33	14.58	568.75	625.00	15.63	609.37
Dec.	583.34	14.59	568.75	625.00	15.62	609.38
Yearly salary	7,000.00	175.00	6,825.00	7,500.00	187.50	7,312.50

Days	\$15,000		
	Basic salary		
1	\$41.67		
2	83.33		
3	125.00		
4	166.67		
5	208.33		
6	250.00		
7	291.67		
8	333.33		
9	375.00		
10	416.67		
11	458.33		
12	500.00		
13	541.67		
14	583.33		
15	625.00		
16	666.67		
17	708.33		
18	750.00		
19	791.67		
20	833.33		
21	875.00		
22	916.67		
23	958.33		
24	1,000.00		
25	1,041.67		
26	1,083.33		
27	1,125.00		
28	1,166.67		
29	1,208.33		
30	1,250.00		
Months			
Jan.	1,250.00		
Feb.	1,250.00		
Mar.	1,250.00		
Apr.	1,250.00		
May.	1,250.00		
June.	1,250.00		
July.	1,250.00		
Aug.	1,250.00		
Sept.	1,250.00		
Oct.	1,250.00		
Nov.	1,250.00		
Dec.	1,250.00		
Yearly salary	15,000.00		

Hours	\$0.40			\$0.45		
	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction
1/4	\$0.10	\$0.00	\$0.10	\$0.11	\$0.00	\$0.11
1/2	.20	.00	.20	.23	.01	.22
3/4	.30	.01	.29	.34	.01	.33
1	.40	.01	.39	.45	.01	.44
2	.80	.02	.78	.90	.02	.88
3	1.20	.03	1.17	1.35	.03	1.32
4	1.60	.04	1.56	1.80	.04	1.76
5	2.00	.05	1.95	2.25	.06	2.19
6	2.40	.06	2.34	2.70	.07	2.63
7	2.80	.07	2.73	3.15	.08	3.07
8	3.20	.08	3.12	3.60	.09	3.51
9	3.60	.09	3.51	4.05	.10	3.95
10	4.00	.10	3.90	4.50	.11	4.39
20	8.00	.20	7.80	9.00	.22	8.78
30	12.00	.30	11.70	13.50	.34	13.16
40	16.00	.40	15.60	18.00	.45	17.55
50	20.00	.50	19.50	22.50	.56	21.94
60	24.00	.60	23.40	27.00	.67	26.33
70	28.00	.70	27.30	31.50	.79	30.71
80	32.00	.80	31.20	36.00	.90	35.10
90	36.00	.90	35.10	40.50	1.01	39.49
100	40.00	1.00	39.00	45.00	1.12	43.88
110	44.00	1.10	42.90	49.50	1.24	48.26
120	48.00	1.20	46.80	54.00	1.35	52.65
130	52.00	1.30	50.70	58.50	1.46	57.04
140	56.00	1.40	54.60	63.00	1.57	61.43
150	60.00	1.50	58.50	67.50	1.69	65.81
160	64.00	1.60	62.40	72.00	1.80	70.20
170	68.00	1.70	66.30	76.50	1.91	74.59
180	72.00	1.80	70.20	81.00	2.02	78.98
190	76.00	1.90	74.10	85.50	2.14	83.36
200	80.00	2.00	78.00	90.00	2.25	87.75
210	84.00	2.10	81.90	94.50	2.36	92.14
220	88.00	2.20	85.80	99.00	2.47	96.53
230	92.00	2.30	89.70	103.50	2.59	100.91
240	96.00	2.40	93.60	108.00	2.70	105.30

Hours	\$0.50			\$0.55		
	Basic salary	2½% retire- ment deduc- tion	Basic salary less 2½% retire- ment de- duction	Basic salary	2½% retire- ment deduc- tion	Basic salary less 2½% retire- ment de- duction
1/4	\$0.13	\$0.00	\$0.13	\$0.14	\$0.00	\$0.14
1/2	.25	.01	.24	.23	.01	.27
3/4	.38	.01	.37	.41	.01	.40
1	.50	.01	.49	.55	.01	.54
2	1.00	.02	.98	1.10	.03	1.07
3	1.50	.04	1.46	1.65	.04	1.61
4	2.00	.05	1.95	2.20	.05	2.15
5	2.50	.06	2.44	2.75	.07	2.68
6	3.00	.07	2.93	3.30	.08	3.22
7	3.50	.09	3.41	3.85	.10	3.75
8	4.00	.10	3.90	4.40	.11	4.29
9	4.50	.11	4.39	4.95	.12	4.83
10	5.00	.12	4.88	5.50	.14	5.36
20	10.00	.25	9.75	11.00	.27	10.73
30	15.00	.37	14.63	16.50	.41	16.09
40	20.00	.50	19.50	22.00	.55	21.45
50	25.00	.62	24.38	27.50	.69	26.81
60	30.00	.75	29.25	33.00	.82	32.18
70	35.00	.87	34.13	38.50	.96	37.54
80	40.00	1.00	39.00	44.00	1.10	42.90
90	45.00	1.12	43.88	49.50	1.24	48.26
100	50.00	1.25	48.75	55.00	1.37	53.63
110	55.00	1.37	53.63	60.50	1.51	58.99
120	60.00	1.50	58.50	66.00	1.65	64.35
130	65.00	1.62	63.38	71.50	1.79	69.71
140	70.00	1.75	68.25	77.00	1.92	75.08
150	75.00	1.87	73.13	82.50	2.06	80.44
160	80.00	2.00	78.00	88.00	2.20	85.80
170	85.00	2.12	82.88	93.50	2.34	91.16
180	90.00	2.25	87.75	99.00	2.47	96.53
190	95.00	2.37	92.63	104.50	2.61	101.89
200	100.00	2.50	97.50	110.00	2.75	107.25
210	105.00	2.62	102.38	115.50	2.89	112.61
220	110.00	2.75	107.25	121.00	3.02	117.98
230	115.00	2.87	112.13	126.50	3.16	123.34
240	120.00	3.00	117.00	132.00	3.30	128.70

Hours	\$0.60			\$0.65		
	Basic salary	2½% retire- ment deduc- tion	Basic salary less 2½% retire- ment de- duction	Basic salary	2½% retire- ment deduc- tion	Basic salary less 2½% retire- ment de- duction
1/4----	\$0.15	\$0.00	\$0.15	\$0.16	\$0.00	\$0.16
1/2----	.30	.01	.29	.33	.01	.32
3/4----	.45	.01	.44	.49	.01	.48
1----	.60	.01	.59	.65	.02	.63
2----	1.20	.03	1.17	1.30	.03	1.27
3----	1.80	.04	1.76	1.95	.05	1.90
4----	2.40	.06	2.34	2.60	.06	2.54
5----	3.00	.07	2.93	3.25	.08	3.17
6----	3.60	.09	3.51	3.90	.10	3.80
7----	4.20	.10	4.10	4.55	.11	4.44
8----	4.80	.12	4.68	5.20	.13	5.07
9----	5.40	.13	5.27	5.85	.15	5.70
10----	6.00	.15	5.85	6.50	.16	6.34
20----	12.00	.30	11.70	13.00	.32	12.68
30----	18.00	.45	17.55	19.50	.49	19.01
40----	24.00	.60	23.40	26.00	.65	25.35
50----	30.00	.75	29.25	32.50	.81	31.69
60----	36.00	.90	35.10	39.00	.97	38.03
70----	42.00	1.05	40.95	45.50	1.14	44.36
80----	48.00	1.20	46.80	52.00	1.30	50.70
90----	54.00	1.35	52.65	58.50	1.46	57.04
100----	60.00	1.50	58.50	65.00	1.62	63.38
110----	66.00	1.65	64.35	71.50	1.79	69.71
120----	72.00	1.80	70.20	78.00	1.95	76.05
130----	78.00	1.95	76.05	84.50	2.11	82.39
140----	84.00	2.10	81.90	91.00	2.27	88.73
150----	90.00	2.25	87.75	97.50	2.44	95.06
160----	96.00	2.40	93.60	104.00	2.60	101.40
170----	102.00	2.55	99.45	110.50	2.76	107.74
180----	108.00	2.70	105.30	117.00	2.92	114.08
190----	114.00	2.85	111.15	123.50	3.09	120.41
200----	120.00	3.00	117.00	130.00	3.25	126.75
210----	126.00	3.15	122.85	136.50	3.41	133.09
220----	132.00	3.30	128.70	143.00	3.57	139.43
230----	138.00	3.45	134.55	149.50	3.74	145.76
240----	144.00	3.60	140.40	156.00	3.90	152.10

Hours	\$0.70			\$0.75		
	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction
½	\$0.18	\$0.00	\$0.18	\$0.19	\$0.00	\$0.19
1½	.35	.01	.34	.38	.01	.37
¾	.53	.01	.52	.56	.01	.55
1	.70	.02	.68	.75	.02	.73
2	1.40	.03	1.37	1.50	.04	1.46
3	2.10	.05	2.05	2.25	.06	2.19
4	2.80	.07	2.73	3.00	.07	2.93
5	3.50	.09	3.41	3.75	.09	3.66
6	4.20	.10	4.10	4.50	.11	4.39
7	4.90	.12	4.78	5.25	.13	5.12
8	5.60	.14	5.46	6.00	.15	5.85
9	6.30	.16	6.14	6.75	.17	6.58
10	7.00	.17	6.83	7.50	.19	7.31
20	14.00	.35	13.65	15.00	.37	14.63
30	21.00	.52	20.48	22.50	.56	21.94
40	28.00	.70	27.30	30.00	.75	29.25
50	35.00	.87	34.13	37.50	.94	36.56
60	42.00	1.05	40.95	45.00	1.12	43.88
70	49.00	1.22	47.78	52.50	1.31	51.19
80	56.00	1.40	54.60	60.00	1.50	58.50
90	63.00	1.57	61.43	67.50	1.69	65.81
100	70.00	1.75	68.25	75.00	1.87	73.13
110	77.00	1.92	75.08	82.50	2.06	80.44
120	84.00	2.10	81.90	90.00	2.25	87.75
130	91.00	2.27	88.73	97.50	2.44	95.06
140	98.00	2.45	95.55	105.00	2.62	102.38
150	105.00	2.62	102.38	112.50	2.81	109.69
160	112.00	2.80	109.20	120.00	3.00	117.00
170	119.00	2.97	116.03	127.50	3.19	124.31
180	126.00	3.15	122.85	135.00	3.37	131.63
190	133.00	3.32	129.68	142.50	3.56	138.94
200	140.00	3.50	136.50	150.00	3.75	146.25
210	147.00	3.67	143.33	157.50	3.94	153.56
220	154.00	3.85	150.15	165.00	4.12	160.88
230	161.00	4.02	156.98	172.50	4.31	168.19
240	168.00	4.20	163.80	180.00	4.50	175.50

Hours	\$0.80			\$0.85		
	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction
1/4	\$0.20	\$0.00	\$0.20	\$0.21	\$0.01	\$0.20
1/2	.40	.01	.39	.43	.01	.42
3/4	.60	.01	.59	.64	.02	.62
1	.80	.02	.78	.85	.02	.83
2	1.60	.04	1.56	1.70	.04	1.66
3	2.40	.06	2.34	2.55	.06	2.49
4	3.20	.08	3.12	3.40	.08	3.32
5	4.00	.10	3.90	4.25	.11	4.14
6	4.80	.12	4.68	5.10	.13	4.97
7	5.60	.14	5.46	5.95	.15	5.80
8	6.40	.16	6.24	6.80	.17	6.63
9	7.20	.18	7.02	7.65	.19	7.46
10	8.00	.20	7.80	8.50	.21	8.29
20	16.00	.40	15.60	17.00	.42	16.58
30	24.00	.60	23.40	25.50	.64	24.86
40	32.00	.80	31.20	34.00	.85	33.15
50	40.00	1.00	39.00	42.50	1.06	41.44
60	48.00	1.20	46.80	51.00	1.27	49.73
70	56.00	1.40	54.60	59.50	1.49	58.01
80	64.00	1.60	62.40	68.00	1.70	66.30
90	72.00	1.80	70.20	76.50	1.91	74.59
100	80.00	2.00	78.00	85.00	2.12	82.88
110	88.00	2.20	85.80	93.50	2.34	91.16
120	96.00	2.40	93.60	102.00	2.55	99.45
130	104.00	2.60	101.40	110.50	2.76	107.74
140	112.00	2.80	109.20	119.00	2.97	116.03
150	120.00	3.00	117.00	127.50	3.19	124.31
160	128.00	3.20	124.80	136.00	3.40	132.60
170	136.00	3.40	132.60	144.50	3.61	140.89
180	144.00	3.60	140.40	153.00	3.82	149.18
190	152.00	3.80	148.20	161.50	4.04	157.46
200	160.00	4.00	156.00	170.00	4.25	165.75
210	168.00	4.20	163.80	178.50	4.46	174.04
220	176.00	4.40	171.60	187.00	4.67	182.33
230	184.00	4.60	179.40	195.50	4.89	190.61
240	192.00	4.80	187.20	204.00	5.10	198.90

Hours	\$0.90		
	Basic salary	2½% retirement deduction	Basic salary less 2½% retirement deduction
1/4	\$0.23	\$0.01	\$0.22
1/2	.45	.01	.44
3/4	.68	.02	.66
1	.90	.02	.88
2	1.80	.04	1.76
3	2.70	.07	2.63
4	3.60	.09	3.51
5	4.50	.11	4.39
6	5.40	.13	5.27
7	6.30	.16	6.14
8	7.20	.18	7.02
9	8.10	.20	7.90
10	9.00	.22	8.78
20	18.00	.45	17.55
30	27.00	.67	26.33
40	36.00	.90	35.10
50	45.00	1.12	43.88
60	54.00	1.35	52.65
70	63.00	1.57	61.43
80	72.00	1.80	70.20
90	81.00	2.02	78.98
100	90.00	2.25	87.75
110	99.00	2.47	96.53
120	108.00	2.70	105.30
130	117.00	2.92	114.08
140	126.00	3.15	122.85
150	135.00	3.37	131.63
160	144.00	3.60	140.40
170	153.00	3.82	149.18
180	162.00	4.05	157.95
190	171.00	4.27	166.73
200	180.00	4.50	175.50
210	189.00	4.72	184.28
220	198.00	4.95	193.05
230	207.00	5.17	201.83
240	216.00	5.40	210.60

PROPERTY REGULATIONS

OF THE

UNITED STATES DEPARTMENT OF AGRICULTURE



WASHINGTON
GOVERNMENT PRINTING OFFICE
1924

UNITED STATES DEPARTMENT OF AGRICULTURE,
Washington, D. C., May 26, 1924.

The honorable the SECRETARY OF AGRICULTURE.

SIR: The undersigned Advisory Committee on Finance and Business Methods submits herewith a draft of the revised Property Regulations of the Department of Agriculture with the recommendation that they be issued, effective July 1, 1924.

Respectfully submitted.

A. ZAPPONE, *Chairman,*
R. M. REESE,
ALEX MCC. ASHLEY,
ROY HEADLEY,
PAUL D. KELLETER,

Advisory Committee on Finance and Business Methods.

Approved:

HENRY C. WALLACE,
Secretary of Agriculture.

UNITED STATES DEPARTMENT OF AGRICULTURE,
Washington, D. C., June 2, 1924.

Under the authority conferred upon the Secretary of Agriculture by law, the following regulations are prescribed to govern the property transactions of the department. These regulations shall become and be effective on and after July 1, 1924, and shall supersede all prior rules, regulations, orders, and memoranda relating to the property transactions of the Department of Agriculture.

II

HENRY C. WALLACE,
Secretary of Agriculture.

**PROPERTY REGULATIONS
OF THE
U. S. DEPARTMENT OF AGRICULTURE
CUSTODY AND ACCOUNTABILITY**

203. Terms Construed.—For the purpose of these regulations the following terms shall be construed, respectively, to mean:

- (a) The department: The United States Department of Agriculture.
- (b) The Secretary: The Secretary or the Acting Secretary of Agriculture.
- (c) Bureau: Any bureau, service, independent division, independent office, independent board, or independent committee.
- (d) Chief of bureau: The administrative head of any bureau, service, independent division, independent office, independent board, or independent committee, and unless otherwise specifically indicated, the chief clerk of the department will, for the purposes of these regulations, be regarded as the administrative head of the office of the Secretary.
- (e) Director of purchases and sales: The official responsible for the general direction and coordination of the purchase and sales and property activities of the department.
- (f) Employee: Any officer or employee of the department.
- (g) Property return or inventory: A list or statement of property on hand by actual count. (Laws 802, 861.)

204. Acquisition of Property by the Department.—Subject to the provisions of law, these regulations, and

the fiscal and administrative regulations of the department, property may be acquired (1) by purchase upon requisition or contract or, in the field, under letters of authorization; (2) by manufacture within the department; or (3) from another department or establishment of the Government. Each purchase or acquisition by manufacture within the department shall be evidenced by a written requisition, contract, shop request, or memorandum, approved by the chief of the bureau or an employee duly authorized by the chief of the bureau for which the article was purchased or manufactured. Transfers from another department or Government establishment shall be evidenced by copies of the transfer records approved by the Secretary. Immediately upon the delivery to a bureau of an article which has been acquired by purchase, manufacture, or transfer, the fact that the article has been received shall be reported to the property clerk who shall see that a record of the article is made without delay on the property returns of the bureau.

205. Receipt of Property in a Bureau.—In each bureau an employee or employees shall be designated by the chief of bureau to receive, receipt for, and take charge of all newly acquired property.

206. Responsibility for Property.—Every employee intrusted with property or supplies of the department will be held strictly responsible therefor until relieved of such responsibility in accordance with these regulations.

The official in charge of the property of a station shall be responsible for all nonexpendable property at field substations under his supervision. He shall obtain and keep on file in his office memorandum receipts for all nonexpendable property issued to field substations either by himself or any other authorized official of the bureau, and, when necessary, shall obtain annual returns of such property. (Law 861.)

207. Classification.—The department property will be grouped, according to the manner of its final disposition, into three general classes:

(1) Expendable property, comprising (a) supplies that are destroyed or consumed by use, such as stationery and fuel; (b) supplies that are soon worn out by use, such as mops and brushes; and (c) all material or parts used in construction or repair work, such as bricks, nails, lumber, and machine parts.

(2) Semiexpendable property, comprising (a) property which is subject to such hard wear or deterioration as to render its period of use relatively limited, such as hoes or trowels; and (b) articles which are readily subject to breakage and which have little or no salvage value when broken, as tires, traps, wrenches, etc.

(3) Nonexpendable property, comprising (a) property of a permanent character, such as instruments and furniture. (Amended; effective September 1, 1925.)

208. Bureau Records.—A complete and accurate record of all bureau property shall be kept in each bureau by an employee or employees designated by the chief of the bureau. The records of nonexpendable property shall show with respect to each article in the bureau and each article received by requisition, transfer, fabrications, or by field purchase under letter of authorization, the number and cost, and either where it is located or the name of the person in whose possession it is.

The record of semiexpendable property shall consist of formal acquisition memoranda showing the number and cost and either where located or name of employee in whose possession it is. These memoranda may be filed without transcript of their contents to the property record. The records of expendable property shall show the number, cost, and date of receipt of articles received and on hand in the storeroom and the number,

cost, and date of issue of articles issued to an official or employee. The records of all classes of property will be supported by receipts of the employees to whom articles have been issued. All records of property must be made available for audit to the chief of division of purchase, sales, and traffic or his designated representative. (Amended; effective September 1, 1925.)

209. Individual Accountability.—Each employee intrusted with nonexpendable or semiexpendable property shall be required to receipt and, from time to time, account therefor.

The reports of nonexpendable property will be checked against the bureau records; the reports of semiexpendable property will be submitted for examination but not ordinarily checked against the bureau records. An employee intrusted with expendable property shall likewise be required to receipt therefor, and, when the chief of the bureau shall so direct, account therefor from time to time. Having received for a nonexpendable article, an employee may be relieved of responsibility (1) by authorized delivery of the article to another employee of the bureau and taking his receipt therefor; (2) by presenting a certificate approved by the chief of the bureau, or by an employee authorized by the chief of the bureau to approve such certificates, that the article has been consumed in use, lost, stolen, damaged beyond repair, or destroyed; (3) by payment to the disbursing clerk or appropriate fiscal agent of the value of the article at that time as determined by the chief of the bureau or other employee designated by him; (4) by sale or other disposition by a board of survey (see pars. 211 and 212); or (5) by abandonment (see par. 214).

An employee may be relieved of responsibility for semiexpendable property by notation on inventory of (1) transfer to another employee; (2) consumption in

use, loss, theft, or damage beyond repair or destruction; (3) by payment to the disbursing clerk or appropriate fiscal agent of the value of the article at that time as determined by the chief of the bureau or other employee designated by him; (4) by sale or other disposition by board of survey (see pars. 211 and 212); or (5) by abandonment (see par. 214).

No receipt should be signed until the list of articles to be received for has been verified and the articles have been delivered to, or placed at the disposal of, the employee giving the receipt. (Law 861.) (Amended; effective September 1, 1925.)

210. Property Lost, Stolen, Destroyed, or Damaged Beyond Repair or Salvage.—Whenever any property, either expendable or nonexpendable, is lost, stolen, destroyed, or damaged beyond repair or salvage, the employee who has custody of the property at the time will forward immediately to the chief of bureau or designated officer, through the employee against whom the property is charged on the property records, a certificate on honor showing (1) a list of the articles, (2) the circumstances attending their loss, damage, or destruction, (3) whether his fault or neglect or that of any employee was involved, and (4) if the property was lost or stolen, the action taken to recover the property.

Whenever in the opinion of the chief of bureau disciplinary action by the Secretary is warranted

214. Abandonment, Sale, or Destruction by Chief of Field Party.—Inexpensive camp equipment in possession of field parties may be abandoned, sold or destroyed by the chief of party when it is impracticable to return it for condemnation as herein prescribed. An explicit statement of the date, cause, and location of an abandonment or sale as herein provided for must be forwarded immediately to the chief of bureau. (Laws 830, 892.)

215. Property Appropriated for Personal Use.—If any article of department property is appropriated for his own use by an employee of the department, the chief of bureau will immediately take steps to recover the property or its value from the employee. Any moneys which may be so recovered shall be promptly transmitted to the disbursing clerk, or appropriate fiscal agent, for deposit in the Treasury to the credit of miscellaneous receipts in accordance with existing regulations. Pending such recovery, the chief of bureau should request the disbursing clerk, or appropriate fiscal agent to withhold any moneys due or which may become due to the employee involved, and should also report the circumstances of the case to the Secretary for proper disciplinary or other action. (Laws 861, 913, 914, 915.)

216. Improvements.—Excepting lands acquired for forest reserves, all lands, buildings, telegraph lines, telephone lines, cables, fences, and other improvements of a permanent character constructed or purchased by the department shall be made a matter of record in bureau concerned.

217. Storage.—Property issued to employees in charge of field parties for which there is no immediate need may be placed in storage, when authority therefor is obtained in advance from the chief of the bureau. Storage fees may be paid in cash by the employee charged with the property and the receipt of the

storage company submitted with his reimbursement account, or payment may be made to the storage company on the proper voucher.

218. Property Not to Be Given as Payment for Supplies.—Unless specifically authorized by law, no property of the department shall be given or exchanged for any supplies or work. (See paragraphs 239, 240, 241, and 242.) (Laws 870, 932, 953, 960, 962, 963, 978, 990.)

219. Unserviceable Property to be Reported.—Every employee shall report to the chief of his bureau all articles of nonexpendable property for which he is responsible, which have been broken, worn out, or otherwise rendered unfit for further use, for such action as the chief of bureau may direct, in accordance with paragraphs 209, 210, 211, and 212. (Law 830.)

220. Use of Condemned Articles in Preservation and Repair.—Parts of machines and other articles which have become unserviceable, or for which the department has no further use in their entireties, may, in the discretion of boards of survey, be retained for use in repair, construction work, or for other departmental purposes. In such case the articles will be dropped from the property returns, and the parts shall be taken up as expendable property on the records of the bureau to which they are allotted by the board of survey.

221. Personal Possession of Condemned Property.—No employee shall appropriate for his own use any article of department property which has been ordered destroyed.

222. Disposition of Property Ordered Destroyed.—All articles ordered destroyed by a board of survey shall be separated into two classes, viz, articles that can and articles that can not be destroyed by burning. Property of the former class shall be immediately burned in the presence of a member of the board of

survey; property of the latter class shall be immediately broken up, carried off to a public dumping place, and there deposited. In either case a certificate shall be filed showing that proper destruction has been effected. (Law 830.)

223. Employees Who May Not Purchase Condemned Property.—Public property which has been condemned and is offered for sale by authority of the department shall not be purchased, either directly or indirectly, by (a) any employee formerly accountable for the property, (b) any employee formerly using the property, (c) any employee connected in any way with the action which resulted in condemnation, or (d) any employee connected in any way with the condemnation or sale of the property.

224. Inspection of Records and Property of the Supply Division of the Department.—All records connected with sales of property or products and of stamps by the officer in charge of supplies will be audited by the office of inspection monthly as to stamps and quarterly as to other material. The director of purchases and sales will be regularly advised of the results of the property audits and the chief clerk of the department as to the stamp audits.

225. Identification of Property.—When practicable, nonexpendable property shall be marked for purposes of identification so as to indicate ownership by the department. All apparatus and equipment bearing factory or other trade numbers shall be recorded by such numbers as well as by description.

226. Misuse of Property.—No employee shall use or permit any other person to use any department property for any purpose except such as is necessary for the performance of the work of the department.

227. Purchase from Government Employees Prohibited.—No supplies or property for the use of the department shall be purchased from any of its em-

ployees without the approval of the director of purchases and sales. The request for such approval must in each case be accompanied by a statement in writing from the officer certifying the voucher showing the necessity for the purchase and indicating specifically that the purchase from the employee will be more advantageous to the Government than a purchase from any other source.

228. Exhibits.—Exhibit material may, in the discretion of the chief of the office of exhibits, and upon compliance with such conditions as he may impose, be loaned for exhibition where it is believed such exhibition may be of benefit to the department.

All property, either expendable or nonexpendable, displayed at expositions, fairs, and similar exhibitions, shall be accounted for in accordance with these regulations. Unless specifically authorized by law no material shall be shipped until the management of the exposition, fair, or exhibition shall have complied with the department's procedure regarding the expenses incident to the transportation and installation of the material and its return to the department.

229. Camera Boxes, Photographic Lenses, and Shutters.—Camera boxes and photographic lenses shall be accounted for as separate items of nonexpendable property. Cameras turned in for action by a board of survey, or transferred from one employee or office to another, shall be described in the accompanying papers so as to indicate clearly whether a camera box alone or both a box and lens are transferred. Detachable shutters will also be accounted for separately.

230. Books and Periodicals Borrowed from Library.—Each employee borrowing books, periodicals, and pamphlets from the library shall be held strictly responsible for their use, preservation, and safe return to the library.

The department librarian and any bureau librarian shall report to the chief of bureau the name of any employee of his bureau who fails to return or to account in a satisfactory manner for books withdrawn; and upon receipt of such notice the chief of bureau shall immediately take steps to recover the books or periodicals or the value thereof. In the event of the failure of an employee to return the books or periodicals, or to pay the value thereof promptly upon demand, the chief of bureau shall report the matter to the Secretary.

Employees in Washington, D. C., having in their possession any books or periodicals belonging to or borrowed through the department library or any of its branches, who may leave the city for periods of one week or more, shall return the books or periodicals, or, if they are needed for general office use, shall place them in the care of some one who will be able to return them when called for by the library. In the latter case the library shall be notified in advance of the arrangement and informed of the name of the person who will have the care of the books or periodicals.

Books or periodicals belonging to or borrowed through the department library or any of its branches shall not under any circumstances be kept in locked desks, left at home, or kept in any place where they will not be readily accessible for department use. No books or periodicals belonging to or borrowed through the department library or any of its branches shall be taken out of the city without first obtaining the permission of the department librarian. (Laws 843, 920, 921.)

231. Invoices and Receipts, When Made.—All transfers of property expendable or nonexpendable shall be evidenced by invoices and receipts. Property which has been invoiced shall not be received for until the full amount is actually received and the invoice verified or corrected. Each invoice shall be carefully

compared with the property received, and if found correct the receipt will be completed, compared with the invoice, and promptly returned.

232. Invoices and Receipts Filed with Property Returns.—Invoices shall be filed by the consignee and receipts by consignors, with their retained property returns as authority for taking up or dropping property from the records.

233. Duplicate Invoices and Receipts for Property Transferred.—When property is transferred from one station or office to another, invoices and receipts shall be made out in duplicate by the transferring station or office and mailed to the receiving station or office. If upon delivery the property is found to agree with the invoice, the receiving office shall execute the receipt in duplicate and return both copies to the sender. One copy of the receipt shall be immediately forwarded to the chief of bureau by the transferring station or office, and the duplicate copy of the invoice shall be immediately forwarded to the chief of bureau by the receiving station or office which shall take up the property on its property returns.

234. Field Purchases, Invoice of.—Property purchased by an employee in the field shall be invoiced to him by the chief of bureau, or his authorized representative, upon receipt of the account for settlement or other notification of purchase. If the chief of bureau shall so direct, the invoice itself may be prepared by the purchasing employee and forwarded with the account for signature.

235. Requisition for Supplies and Equipment.—Requisitions on property clerks for supplies and equipment carried in stock should be made quarterly, or semiannually, as far as practicable. Care should be exercised to limit requisitions to supplies and equipment for actual needs. A copy of the requisition will be retained by the ordering officer for checking the articles when received from the property clerk.

236. Inventory of Nonexpendable Property.—In each bureau an inventory of nonexpendable property shall be maintained and complete returns thereon made from time to time. Bureau chiefs may waive the making of such complete returns for not longer than five-year intervals, but an annual return must be made covering all nonexpendable articles in which there has been any change during the year in the number charged to the accountable employee.

The director of purchases and sales shall make periodically an inspection of all property records of the bureaus. (Law 807.)

237. Accountability, When Closed.—Until a final return has duly been rendered, examined, and approved no employee accountable for property shall be relieved of responsibility therefor.

238. Action on Death of Official in Charge.—Upon the death or the disappearance of an official responsible for property the first assistant or other person designated by the chief of bureau to take charge shall prepare in duplicate an inventory of all property and supplies. One copy of the inventory shall be forwarded to the bureau for examination and appropriate action. The duplicate copy shall be retained at the station as a basis for future property returns.

239. Typewriters, Duplicating Machines, Scientific Apparatus, etc.—Typewriters, computing, addressing, or duplicating machines, and general scientific apparatus or laboratory equipment may be exchanged in part payment for new machines, apparatus, or laboratory equipment of the same class, and when so exchanged the old articles exchanged shall be dropped from the property return and the new articles purchased shall be taken up on the return. (Laws 934, 953, 963.)

240. Animals and Animal Products.—Such animals and animal products as cease to be needed in the work

of the department may be sold in the open market or exchanged for other livestock, and all moneys received from the sale of such animals or animal products or as a bonus in the exchange of the same shall be deposited in the Treasury as miscellaneous receipts. (Laws 932, 962.)

241. Surplus Documents.—When approved by the Secretary surplus public documents may be exchanged for such other documents and books as may be required when same can be done to the advantage of the public service. (Law 870.)

242. Exchange of Books and Periodicals of Library.—Books and periodicals of the library not needed for permanent use may be exchanged for other books and periodicals. In every instance appropriate adjustment of property returns will be made. (Laws 885, 960.)

243. Prints, Films, Lantern Slides, Transparencies, Blue Prints, and Forest Maps.—Prints, films, lantern slides, transparencies, blue prints, and forest maps may, upon application, be furnished from negatives in the possession of the department, at a price to cover the cost plus 10 per cent additional, and the money derived from such sales shall be deposited in the Treasury as miscellaneous receipts. (Laws 896, 900, 977.)

244. Pathological and Zoological Specimens.—Such pathological and zoological specimens as may be deemed to be of scientific or educational value to scientists or others engaged in the work of hygiene and sanitation may be sold at cost to applicants, and the moneys derived from such sale shall be deposited in the Treasury as miscellaneous receipts. (Law 944.)

245. Maps and Publications of the Weather Bureau.—Surplus maps and publications of the Weather Bureau may be sold, and the money derived from such sales shall be deposited in the Treasury as miscellaneous receipts. (Law 894.)

246. Sale of Samples of Pure Sugar, Naval Stores, Microscopical Specimens, etc.—Samples of pure sugar, naval stores, microscopical specimens, and other products may be furnished upon application, to State and municipal officers, educational institutions, and other parties, and charged for at a price to cover the cost thereof, such price to be determined and established by the Secretary, and the money received from such sales shall be deposited in the Treasury as miscellaneous receipts. (Law 959.)

247. Sale of Card Index of Agriculture and Experiment Station Literature.—Copies of the card index of agriculture and experiment station literature may be furnished to such institutions or individuals as may care to buy them and charged for at a price to cover the additional expense involved in the preparation of these copies, and the money received from such sales shall be deposited in the Treasury as miscellaneous receipts. (Laws 906, 907, 961.)

248. Sale of Official Cotton Standards.—Practical forms of the official cotton standards of the United States may be furnished to any person, subject to the conditions of, and upon compliance with, the rules and regulations of the Secretary of Agriculture under the United States cotton futures act and the United States cotton standards act. Moneys received from the sale of such forms and from the sale of cotton purchased for their preparation but condemned as unsuitable for that purpose may be expended for the purchase of other cotton for such use. (Laws 957, 1003.1.) (Amended; effective February 3, 1925.)

249. Exchange of Motor-propelled and Horse-drawn Vehicles, Boats, etc.—Motor-propelled and horse-drawn vehicles, boats, and parts, accessories, tires, or equipment of such vehicles or boats, may be exchanged in whole or in part payment in purchasing any of the above articles. (See par. 64.) (Laws 978, 990.)

250. Bureau Property Lists.—Each bureau will maintain separate lists of nonexpendable, semiexpendable, and expendable property, approved by the chief of the division of purchase, sales, and traffic, to whom will be submitted the tentative classification of new acquisitions, together with all proposed changes in the lists. But articles may be transferred from the expendable to semiexpendable or nonexpendable lists at the discretion of the chief of the bureau.

(a) Fixtures placed by the department in a private building which has been rented will be accounted for as "Nonexpendable," and shall be removed when the building is vacated. Fixtures placed in a building owned by the department may be considered as a part of the building and need not be accounted for separately.

(b) Materials and parts for construction purposes may be considered as expended when applied to the work, but the constructed article in its entirety, such as a telegraph line, building, fence, shed, or wall case, must be accounted for when completed. Materials and parts for repair purposes or to replace other parts will become a part of the article repaired or to which it has been attached, such as a boiler, vehicle, telegraph line, fence, or electric fan, and may be considered as expended when applied to the work. When it is impracticable to obtain by purchase parts needed for the repair or improvement of other articles or the creation of new articles, or when economy of expenditure or efficiency of use will result, and the necessary parts can be taken from articles on hand and no longer needed for the purpose for which originally designed, such articles on hand may be regarded as parts and expendable under this paragraph. Entire articles may be purchased and considered as parts and expendable when immediately used in the same way.

When in experimental or research work it becomes necessary to destroy an article ordinarily carried as nonexpendable, it may be considered expendable for the purpose of the investigation in which it is used.

(c) All articles of platinum shall be carried as non-expendable. Owing to its value, all platinum shall be specially safeguarded, and shall be accounted for by weight, size, or identification mark, and every transfer from one official or employee to another shall be evidenced by a receipt, and any loss, damage, or consumption in use, or other disposition of same, shall be recorded.

(d) Under the item "Outfits" each article comprising the outfit must be accounted for. (Paragraph amended; effective September 1, 1925.)

and the author's name is given in the title page. The book is bound in
brown leather with gold-tooled spine and corners. The title page
is printed in gold ink. The book is in good condition.

250

APPENDIX

LIST OF
EXPENDABLE AND NONEXPENDABLE PROPERTY

(217)

EXPENDABLE AND NONEXPENDABLE PROPERTY

The following list of "Expendable" and "Non-expendable" property divides the property of the department into general classes and does not necessarily show the bureau designation to be followed in taking it up on the return. The list shows articles which are known to be parts of other articles, and such parts will only be accounted for separately when they are temporarily carried in stock. The list also shows articles of glassware which occasionally are used in the laboratories, and when so used they will be considered as "laboratory glassware," and therefore will be expendable.

(a) Articles marked "Expendable" may be made "Nonexpendable" in the discretion of the chief of the bureau.

(b) Articles not specifically mentioned must be submitted to the director of purchases and sales for classification, unless such articles are similar in character to those enumerated under a general class, in which case they may be considered as being included under the general class.

(c) Fixtures placed by the department in a private building which has been rented will be accounted for as "Nonexpendable," and shall be removed when the building is vacated. Fixtures placed in a building owned by the department may be considered as a part of the building and need not be accounted for separately.

(d) Materials and parts for construction purposes may be considered as expended when applied to the work, but the constructed article in its entirety, such as a telegraph line, building, fence, shed, or wall case, must be accounted for when completed. Materials and parts for repair purposes or to replace other parts will become a part of the article repaired or to which it has been attached, such as a boiler, vehicle, telegraph line, fence, or electric fan, and may be considered as

expended when applied to the work. When it is impracticable to obtain by purchase parts needed for the repair or improvement of other articles or the creation of new articles, or when economy of expenditure or efficiency of use will result, and the necessary parts can be taken from articles on hand and no longer needed for the purpose for which originally designed, such articles on hand may be regarded as parts and expendable under this paragraph. Entire articles may be purchased and considered as parts and expendable when immediately used in the same way. When in experimental or research work it becomes necessary to destroy an article ordinarily carried as nonexpendable it may be considered expendable for the purpose of the investigation in which it is used.

(e) All articles of platinum shall be carried as non-expendable. Owing to its value, all platinum shall, so far as practicable, be safeguarded, and shall be accounted for by weight, size, or identification mark, and every transfer from one official or employee to another shall be evidenced by a receipt, and any loss, damage, or consumption in use, or other disposition of same, shall be recorded.

(f) Under the item "Outfits" each article comprising the outfit must be accounted for.

Expendable	Nonexpendable
Absorbers, sound and shock. Acetometers or acidimeters.	Abeissenschreibers. Accumulators. Actinometers. Adapters: Camera. Film pack. Lens. Microscope. Addressers, envelope, hand. Addressograph. Addressopress.

Expendable	Nonexpendable
Adjusters, cord.	Adhesivometers. Adjusters: Casement. Wood pitch.
Albumenometers.	Adzes: Hand. Tree.
Albums.	Aeroplanes.
Alloys.	Agitators, spray pump.
Animals (for experimental purposes or for slaughter for food purposes).	Alidades.
Annunciators (Nelson).	Alt-azimuth. Ambulances. Ammeters. Amplifiers; Radio.
Apparatus: Chemical, glassware and porcelain ware. Laboratory, glassware and porcelain ware.	Analyzers, microscopic. Anchors. Andirons. Anemographs. Anemometers. Anemoscopes. Angles, drawing. Animals (not for experimental purposes or for slaughter for food purposes).
	Anvils. Apertometers. Apparatus: Absorption. Air conditioning. Barometer testing. Beckman. Berlese. Blast. Bleaching. Carbonating. Carbon dioxide. Centering. Chemical, other than glass and porcelain. Combustion. Constant temperature Counting. Damping-off. Defining, camphor. Dehydrating. Dewpoint. Diffraction. Digestion. Distilling. Drafting. Drawing and projection. Drop recording. Egg candling.

Expendable	Nonexpendable
<p>Apparatus—Continued.</p> <p>Electric titration.</p> <p>Electrical.</p> <p>Electro-analysis.</p> <p>Electro-culture.</p> <p>Electrode-hydrogen.</p> <p>Electro-titration.</p> <p>Electrolytic.</p> <p>Extraction.</p> <p>Flash point.</p> <p>For cutting tobacco leaves into microscopic sections.</p> <p>For determining permanent set of rubber.</p> <p>For filling bottles.</p> <p>For sectioning cereals.</p> <p>For testing flintness of grains.</p> <p>Freezing.</p> <p>Fumigating.</p> <p>Gas analysis and gas testing</p> <p>Gas exhausters.</p> <p>Grain crushing.</p> <p>Grain weight per bushel.</p> <p>Hoisting.</p> <p>Humidity.</p> <p>Hygrometric</p> <p>Incinerating.</p> <p>Inflating.</p> <p>Ionization.</p> <p>Klemm.</p> <p>Laboratory, other than glass-ware or porcelain ware.</p> <p>Leveling.</p> <p>Low temperature.</p> <p>Measuring.</p> <p>Melting point determining.</p> <p>Microscopic.</p> <p>Moisture.</p> <p>Molecular, weight.</p> <p>Nocturnal radiation</p> <p>Orsat.</p> <p>Oxygen bomb.</p> <p>Ozone.</p> <p>Perfusion (Kronecker).</p> <p>Photographic.</p> <p>Photomicographic.</p> <p>Polarizing.</p> <p>Potato drying.</p> <p>Press, tincture.</p> <p>Pressure testing.</p> <p>Pure yeast and fermenting.</p> <p>Refining camphor.</p> <p>Refrigeration.</p> <p>Respiration, metal.</p> <p>Roentgen.</p> <p>Serum solidifying.</p> <p>Shaking.</p>	

Expendable	Nonexpendable
	Apparatus—Continued.
	Sodium light.
	Soil sampling.
	Sorter.
	Specific gravity.
	Stirring.
	Sugar determining.
	Sulphur determining.
	Surgical.
	Temperature.
	Temperature testing.
	Tension.
	Time recording.
	Vacuum drying.
	Vetch.
	Wax rendering.
	Whirling.
	Wireless telegraph.
Aprons:	
	Brown duck.
	Bungalow.
	Carriage.
	Laboratory.
	Rubber.
	Storm.
	Wagon.
Arbors, assorted.	
Areamometers.	
Arms:	
	Direction, sets.
	Telephone.
Arresters, lightning.	
Arrows, metal.	
Asbestos.	
Aspirators, glass.	Aspirators, metal.
Atomizers, glass.	Atlasses.
	Atmometer spheres.
	Atomizers, metal.
	Attachments which do not form a regular part of the equipment to which attached.
	Balance.
	Camera.
	Card, for typewriter.
	Compass.
	Cultivator.
	Drawing board.
	Drill, sets of.
	Engraving machine.
	Heating.
	Height gauge.
	High-speed mill.
	Hoisting, for storm-warning towers.
	Hook gauge.
	Inking, multigraph.
	Lathe.

Expendable	Nonexpendable
	Attachments which do not form a regular part of the equipment to which attached—Contd.
	Multiple.
	Parallel, for drawing table.
	Regulating.
	Steam engine indicator test.
	Tele-photo.
	Tripod.
	Augers:
	Carpenter's, sets of.
	Ice.
	Posthole.
	Soil.
	Autoclaves:
	Chemical.
	Force, cement.
	Steam, pressure.
	Automobiles.
	Axes:
	Broad.
	Hand.
	Double bit.
	Marking.
	Pocket.
	Single bit.
	Backgrounds, photographic.
	Badges, metal.
	Bags:
	Boston.
	Camping.
	Feed or nose.
	Field, note book.
	Game.
	Leather.
	Mail.
	Money.
	Picking.
	Rubber.
	Saddle.
	Sleeping.
	Tool.
	Traveling.
	Wash.
	Water.
	Balances:
	Analytical.
	Beam.
	Chemical.
	Cloth calculating.
	Computing.
	For centrifuge tubes.
	Harvard trip.
	Laboratory.
	Lever.
	Physical,

Expendable	Nonexpendable
	Balances—Continued. Photographic. Prescription. Pulp. Snow measuring. Solution. Specific gravity. Spring. Sugar testing. Torsion. Warehouse. Balers, hay.
Ballasts, for Cooper-Hewitt lamp.	Ballers, potato. Balloons.
Balls, moth.	Balopticons.
Bandages: Horse. Hospital.	
Bands, rubber.	Barographs. Barometers: Aneroid. Mercurial.
Barrels: Metal. Wood.	Bars: Nail. Pinch. Posthole. Slice. Standard —. Yard and meter. $\frac{1}{2}$ yard and $\frac{1}{2}$ meter. Wrecking.
	Base: Inkstand. Letter press.
	Baseboards, camera. Bases, floor, copyholder
Basins: Enamelled. Granite. Porcelain. Stone. Tin.	
Baskets: Desk. Shipping. Test tube, wire. Waste.	Baskets: Clothes. Dewar. Hand grenade. Leatheroid.

Expendable	Nonexpendable
	Baskets—Continued. Market. Meat. Picking. Potato. Oak splint or bamboo. Spittoon carrier, wire. Truck or warehouse.
Baths: Sand.	Baths: Drying. Laboratory. Letter press. Paraffin. Steam. Thermal. Water.
Batteries, other than storage: Dry. Wet.	Batons, watchman's. Batteries, storage.
Beakers.	Beams, weightmaster's. Bearings, wind vane.
Beaters: Egg. Rug.	Bedplates. Beds, wagon, when not a part of wagon equipment. Bedsteads. Beehives.
Beeswax.	Bellows: Foot. Hand.
Bells, call or electric: Dinner. Farm.	Bells: Magneto test.
Belting: Canvas. Leather.	Belting, when not a part of machin- ery and equipment.
	Belts: Cartridge. Machine. Repairman's. Tool.
	Benches: Cabinetmaker's. Carpenter's. Drill. Jeweler's. Laboratory. Lathe. Lawn. Optical. Saw. Vise.

Expendable	Nonexpendable
	Benders: Conduit. Tire. Bevels. Bicycles. Binders: Corn. Grain. Loose leaf. Ring. Saddle back. Spring back. Vest pocket, loose leaf.
Biscuits, dog.	Binoculars. Bins, flour and grain. Bird scarers.
	Bistouries. Bits: Auger. Beet boring. Bridle. Drenching. Drill. Expansion. Plane. Screw driver. Sets of. Blackboards.
	Blades: Awl. Cigar. Fan. Saw, hack. Saw, other than hack. Scythe.
Blanks, key	Blankets: Bed. Horse. Printing and lithographing press. Saddle.
Blocks: Clinch. Fixture, electrical. Paving.	Blast, sand. Blinds, slat, venetian Blocks: Base. Bench Drill. Pillow. Pulley. Ratchet. Register. Signal. Stamp. Stereotype. Tackle. Triple roller.

Expendable	Nonexpendable
Blotters:	Blowers: Air. Dust. Electric. Powder. Pressure
Board: Beaver. Binder's. Bristol. Cell. Compo. Corrugated. Illustrating. Manila. Mounting. Neponset. Oil. Press. Straw Tag. Tar. Upson. Vulcanized hard fiber.	
Boards: Bread. File. Hygrometer. Lens. Maximum and minimum thermometer.	Boards: Bulletin, kiosk. Cheese. Cigar. Copy (camera). Drain. Drawing. Field writing. Ironing Kneading. Photo trimming. Printing. Rabbitt. Reducing. Setting. Sketching Skid. Spreading. Stadia. Stove. Switch. Terrapin. Traverse. Wash.
Boats: Combustion, glass.	Boats: Combustion, metal. Row.
Bobs, plumb. Bodkins.	Body, microscope.
Boilers: Agate. Wash.	Boilers: Aluminum. Copper. Steam.

Expendable	Nonexpendable
Bolts, metal.	Bombs, for electric ignition.
Bon Ami.	Bookcases: Combined with cupboard or secretary. Revolving. Stationary.
Books: Blank. Diaries. Index. Journal. Ledger. Letter copying. Manifold. Map. Memorandum. Record. Road survey. Scrap. Stenographer's note.	Books: Atlases. Directories (city). Fiction. Law. Marine. Professional. Scientific. Technical. Text.
Bottles, glass: Color, for holding atlas tints. Laboratory. Prescription. Thermos, glass. Water-cooler.	Bookstacks, library. Booths: Bacteriological. Telephone.
Bottoms, chair: Cane. Wood.	Boots: Horse. Men's.
Bowls: Closet. Household.	Borers: Cork. Increment.
Boxes: Battery. Conduit, electric. Desk, for letters. File, pasteboard. Lantern slide. Lens. Microscope slide. Nailing and shipping. Ointment. Pill. Powder.	Bottles, other than glass: Hot water. Thermos, metal.
	Bowls: Dampening. Platinum.
	Bows, wagon.
	Boxes: Barometer. Breeding. Cable. Call. Battery. Camera. Carbon. Cash. Casting. Coal and wood. Concrete.

Expendable	Nonexpendable
Boxes—Continued. Switch. Tin. Thermometer. Wood, other than filing and shipping.	Boxes—Continued. Connector. Contact. Copper. Cotton. Culinary. Culture, metal. Cutting. Division, for canal rating. Drying. Feed. File, metal and wood. Fire-alarm. Fumigating. Ice. Insect. Iron, galvanized. Japanned, for colors. Mail. Metal. Miter. Photographic. Pipette. Resistance. Seed (except for shipping). Soil. Solar lantern. Steaming. Tobacco. Tool. Type. Zinc fixing and washing.
Brackets: Metal. Wood. Brads.	Braces: Carpenter's. Corner. Trench. Tripod. Brackets: Telephone.
Brass, bars and sheets.	Brakes: Hemp. Rope.
Brick: Building. Fire. Paving.	Braziers. Breakers: Brush. Cord. Electric. Ice.

Expendable	Nonexpendable
	Bridges: Electrolytic. Kohlrausch. Oswald. Pyreheliotometer. Soil. Wheatstone.
Broaches.	Bridles, when not a part of regular harness equipment.
Bronze, bars and sheets.	Broilers.
Brooms: Floor. Push. Whisk.	Brooders.
Brushes: Artist's. Blacking. Bottle. Chemical work. Cleaning, closet. Copying. Crumb. Cuspidor. Draftsman's. Dust. Floor polishing, large. Glue. Horse. Kalsomine and whitewash. Lacquering. Lye. Machinist's. Mane. Marking. Mimeograph. Mucilage. Painter's dusting. Paste. Photographic. Radiator. Scrub. Shaving. Sink. Stencil. Sweeps, floor and wall. Test-tube. Toilet. Typewriter. Wall. Window. Wire.	
Buckets or pails: Canvas. Enameled	

Expendable	Nonexpendable
Buckets or pails—Continued. Galvanized iron. Paint. Papier-mâché. Soil dish. Wood. Buckles. Buffers, blacksmith.	
Bulbs: Atomizer. Blow. Conjugate. Dental. Electric. Pipette. Putty. Resistance. Rubber. Thermograph. Bumpers, rubber.	Buggies. Buildings.
Bunting. Burettes, glass Burlap. Burners: Blast. Bunsen. Gas, for fixtures. Lamp. Lantern	Bunchers, hay. Bundles, cigar. Bunks, steel. Bureaus Burettes, metal.
Burnishine. Bushings Buttons: Clothing, collar, suspender, etc. Door, iron and brass. Push, electric. Upholstering. Buzzers electric.	Burners: Acetylene. Alcohol. Electric. Gasoline, Pear. Burnishers, hand.
Cabinets, paper towel.	Cabinets: Addressograph plate. Bottle. Blue print or plan. Card index. Chemical. Culture tube. Dictaphone record. Drawing table Fermentation File.

Expendable	Nonexpendable
	Cabinets—Continued.
	Galley.
	Glassware.
	Grain type
	Insect.
	Kitchen.
	Laboratory.
	Lantern slide.
	Loaf measuring.
	Medicine.
	Metal and wood.
	Microscope slide.
	Milling machine.
	Multigraph.
	Pamphlet.
	Photographic.
	Planotype.
	Press copy and bookcase
	Safe.
	Seed.
	Soil.
	Stationery.
	Storage.
	Toilet and mirror.
	Towel.
	Transparency display.
	Typewriter.
	Typewriter, sound proof.
	Wall.
	Work.
	Cables.
	Cages:
	Animal.
	Breeding.
	Fumigating.
	Hibernating.
	Inoculating.
	Insect.
	Insect subsurface.
	Metabolism.
	Parasite.
	Photographic developing.
	Soil sampling.
	Valve.
	Wire.
	Calendars, desk.
	Calculators.
	Calipers:
	Machinist's.
	Tree.
	Calking:
	Jute.
	Lead.
	Oakum.
	Calks:
	Horse.
	Mule.

Expendable	Nonexpendable
Candles.	Calorimeters.
Candlesticks	Cameras or kodaks:
	Copying.
	Enlarging.
	Hand.
	Lantern-slide.
	Photomicrographic.
	View.
	Candlers, egg.
Cane, chair.	Candlesticks:
Cans: All kinds, including con-	Electric.
tainers or shipping.	Silver plated.
Caps for men.	Canoes.
Carbides.	Cannulas, metal.
Carbons:	Canteens.
Battery.	Canthooks.
Lamp.	Canvas.
Carboys.	Capes.
Cards, paper and metal.	Capotes.
Carriers, track and window shade.	Cappers, bottle.
	Carbines.
	Carburetors, when not a part of equipment.
	Carpets.
	Carriages.
	Carriers:
	Camera and film.
	Hay and straw.
	Luggage.
	Metal disk.
	Spittoon.
	Track.
	Tub.
	Cars:
	Canal rating.
	Coal, hand.
	Hay-track.
	Railway.
	Carts:
	Barrel.
	Canoe.
	Hand, push.
	Horse.
	Spray.

Expendable	Nonexpendable
Cases:	Cases:
Battery.	Addressograph.
Chart.	Alidade, leather
Mailing.	Apparatus.
Pillow.	Balance.
	Barograph, mercurial.
	Barometer.
	Battery.
	Brief.
	Camera.
	Carrying.
	Chart stand.
	Chemical.
	Culture and reagent.
	Current meter.
	Instrument.
	Key.
	Laboratory.
	Lantern slide.
	Mail sorting.
	Map.
	Motion picture film carrying.
	Plane table, top, leather.
	Plane top, canvas
	Pigeon pole.
	Poison antidotes.
	Printing.
	Pencil, linen.
	Sample.
	Show.
	Sketching.
	Soil auger.
	Specimen.
	Stationery, desk drawer.
	Suit.
	Transfer.
	Typewriter, carrying.
	Wall.
	Water thermometer.
Casks:	Cashiers, automatic.
Metal.	Caskets, symbol.
Wood.	Casks, metal.
Casters.	Casseroles:
Castings.	Cooking.
Catches.	Laboratory
Cells:	Catchers.
Battery.	
Conductivity.	
Resistance.	
Celluloid.	

Expendable	Nonexpendable
Cement: Adhesive. Belt. Construction. Furnace. Magnesia Motion-picture. Pad. Portland. Rubber, liquid. Steam and water pipe.	Center, spur. Centrifuges: Electric. Hand.
Chains: Basin Cow. Dog. Halter. Jack. Log. Sash. Trace. Transom. Weight.	Chains: Engineer's. Log. Non-skid. Pipe. Skip. Surveyor's.
Chalk: French. Prepared. Chambers, moist, glass.	Chairs: Bentwood. Camp. Dining room. Folding. Kitchen. Office. Porch. Rocking. Typewriter.
Charcoal.	Chambers: Counting. Culture. Drying. Filter. Fumigating Vacuum. Water. Chandeliers. Channelers, leather
	Chartometers. Charts Climatic. Element. Metric. Chasers: Screw. Thread, geometric.

Expendable	Nonexpendable
Cheesecloth Chemicals.	Chases, printing. Checks, door.
Chickens.	Chests: Cedar. Steel, burglar proof. Storage. Tool.
Chimneys, lamp.	Chiffoniers.
Cinches.	Chisels: Carpenter's. Ice. Sets of. Chondrometers.
Clamps: Basin. Cable. Casting box. Condenser. Hose. Laboratory. Lantern slide. Micro. Saw. Splicing (lineman's connectors). Stereotype. Support.	Choppers: Cornstalk. Feed. Meat. Chronographs. Chronometers. Chucks: Drill. Lathe. Spring. Churns. Chutes, coal. Cinemographs. Circles, arc and ball. Cisterns, barometer. Clamps: Arm. Cabinetmaker's and carpenter's. For hook gauge attachment.
Clay: Fire. Modeling. Cleaners, gun.	Clarifiers.
	Cleaners: Boiler tube. Chalk plate. Ditch. Flue and scraper. Potato. File. Vacuum.

Expendable	Nonexpendable
Clevises.	Cleavers, butcher's. Climbers and straps. Clinchers. Clinometers, compass. Clippers: Dog. Fruit picking. Horse.
Clips: Paper. Photograph. Window-shade roller.	Clocks: Alarm. Bracket. Desk. Electric. Interval time. Mantel. Photographic timing. Wall. Watchman's. Closets, drying.
Clothespins. Cloth. Cloths: Focusing. Letter press.	Clusters, electric. Clutches: Friction. Scroll.
Coal.	Coats, rubber. Cocks, plumbing and laboratory. Coherers. Coils, metal, when not a part of motor equipment: Field. Heating. Immersion. Induction. Motor vibration. Multiplying and spark. Resistance.
Coils, glass.	Collars, when not a part of harness: Dog. Horse. Mule. Collectors: Atmospheric. Dust. Gas. Mechanical.
Colanders. Collars: Shafting.	

Expendable	Nonexpendable
	Collets: Assorted. Draw. Colorimeters.
Colors: Lantern slide. Oil. Water.	Combs: Carding. Curry. Graining. Mane. Toilet.
Combs: Carding. Curry. Graining. Mane. Toilet.	Comforts. Commutators. Compactor: Glass tubes. Spring board. Comparators: Color. Length. Thermo. Compartments, constant temperature. Compasses: Beam. Magnetic. Drawing. Pen and pencil. Surveyor's. Compensators.
Compound: Acid and alkali proof. Chatterton's. Flexible. Insulating. Licorice powder. Welding.	Compressometers. Compressors. Computers, alcohol. Condensers, other than glass. Electric. Laboratory, other than glass. Microscope. Conditioners, hay.
Condensers: Laboratory, glass.	
Conduits.	
Cones: Filtering. Pin.	Cones: Platinum. Reflecting. Congoleum.
Connectors: Conductivity, apparatus, carbonic. Single and double.	Contacts, wind direction.

Expendable	Nonexpendable
Containers, soap.	Controllers, speed, motors, when not a regular part of motor equipment: Pressure. Rheostat. Temperature. Converters, rotary. Conveyors. Conveyors, kiln. Cookers: Fireless. For use in alcohol work. Lime sulphur. Oatmeal. Pressure. Vacuum.
Copper, bars and sheets. Coppers, battery. Cord: Blocking, for kites. Electric. Picture. Sash. Window shade. Wrapping. Cordage. Cork, compressed sheet. Corks. Corkscrews. Corners, art, for photo-albums. Cornstarch.	Coolers: Cream. Mash. Milk. Water. Wine, metal only.
Cots, finger. Cotton: Absorbent. Batting. Duck. Sheet. Spool. Waste.	Costumers. Cots, sleeping.
	Couches: Leather. Rattan. Coulters, when not a part of plow equipment. Counterbores. Counters: Automatic. Kiosk. Office.

Expendable	Nonexpendable
Couplings: Elbow. Hose. Round, belt lacing.	Counters—Continued Ratchet. Revolutionary electric. Twist fiber. Typewriter. Countersinks.
Covers: Basin. Chair seat. Cock-hole. Desk. Paper. Pot. Typewriter.	Covers: Camera. Carriage. Cot. Dial, anemometer. Horse. Instrument. Lantern-slide. Plant. Printing press. Stack. Storm. Tank. Wagon. Crackers, nut. Cradles, grain. Cranes, portable and hoist. Crates, other than shipping.
Crates, shipping. Crayons.	Creamers. Crematories.
Crimpers, cap. Crocks. Cross arms, telegraph and telephone. Crucibles. Cruct, ordinary.	Cross arms, anemometer. Crowbars.
Cups: Color. Glass. Hygrometer. Ink. Laboratory. Measuring. Metal. Paste. Sponge. Cups and saucers, china.	Crushers. Cultivators: Hand. Riding. Walking. Cupboards. Cups: Anemometer, with arms.
	Curtains, window, except roller shades. Curves, drafting and drawing.

Expendable	Nonexpendable
Cushions: Chair. Pin. Typewriter.	Cushions: Air. Couch.
Cuspidors.	Cutters.
Cut-outs, plug.	Blacksmith's. Bolt. Card. Cigar. Dock. Ensilage. Feed. Gasket. Gear. Glass. Hay. Hide. Involute. Lead and rule. Meat. Metal. Milling. Paper. Pipe. Potato. Screw slotting Tobacco. Tool. Washer Wire.
Cylinders, glass.	Cyclometers. Cyclostyles. Cylinders, metal. Ammonia. Dough expansion. Gas. Measuring. Oil. Oxygen. "Save all." Soil.
Dams, canvas, irrigating.	Davenports.
Demijohns.	Delineascope.
Denim.	Deodorizers.
Dermax, for mimeograph.	Dermatoscopes.
Desiccators, other than metal.	Derricks. Desiccators, metal. Desks, steel and wood: Bookkeeper. Flat-top. Roll-top. Retouching. Sectional file. Standing. Typewriter.

Expendable	Nonexpendable
Dibbles, other than metal.	Destructors, squirrel. Detectors, time. Developers, photo. Devices: Drip weighing. For current meter rating. Hog watering. Lettering and printing. Oil measuring. Pipe pulling. Reading. Weighing. Dials, wind direction. Dialysers. Diamonds, glazier's. Diaphragms: Camera. Microscope. Dibbles, metal. Dictaphone. Dictograph outfits. Dies: Embossing. Machinist's. Meat inspection. Pipe cutters. Stamping. Watchmaker's. Dies and stocks. Diggers: Posthole. Potato. Root. Tree. Weed.
Dippers.	
Dishes: Basins, china. Dining. Laboratory, glass and porcelain.	Disinfectors.
Disinfectants.	
Disks: Cipher. Lead. Sterilizing. Valve.	Dispensers: Cup. Liquid soap.
	Distributors: Fertilizer. File. Gas. Mail. Powder.
	Ditchers.

Expendable	Nonexpendable
Domes, glass.	Dividers: Carpenter's. Drafting and drawing. Engineer's. Machinist's. Proportional. Dockers, lamb. Dogs, iron: Lathe. Lumberman's.
Dressing: Harness. Hoof.	Doors, screen. Dories. Double trees, when not a part of equipment. Douches, cattle. Drags: Farm Road. Drains, floor. Drays. Dressers: Bedroom. Emery wheel.
Droppers, medicine. Drugs. Drums, iron. Duck, enameled, cloth.	Driers: Corn. Photo print. Drills: Breast. Carpenter's sets of. Disk. Fertilizer. Garden. Grain. Hand. Horse. Machinist's, sets of. Planet. Post. Seed. Shoe. Stone. Well. Drop-lights.
	Duplicators: Commercial ditto Post card. Underwood.

Expendable	Nonexpendable
Dusters, feather.	Dusters: Hand cotton. Linen. Plant. Dykers. Dynamometers DYNAMOS. Easels. Ebullioscopes. Edgers, turf. Edges. Edges, straight. Ediographs.
Elbows: Down spouting. Stove.	Electrodes: Nickel. Electrometers.
Electroplates or electrolytes.	Electroscopes. Elevators: Fruit. Grain. Hay. Passenger and freight. Emasculators. Embossers: Plate press
Emery: Cloth. Paper.	Engines: Dividing, fire, chemical. Electric. Gas. Gasoline. Oil. Steam. Eradicators, weed.
Envelopes. Eradicators, ink, liquid. Erasers: Rubber. Steel.	Evaporators, fruit. Evaporimeters. Eveners, when not a part of double-tree equipment. Excavators, dentist's.
Excelsior.	Expanders, bulb. Expellers, oil.
Extensions, pipe.	Extinguishers, fire. Extractors: Core. Cork. Drug. Honey.

Expendable	Nonexpendable
	Extractors—Continued. Juice. Mustard seed. Potato peel. Wax.
Eyelets	Eyepieces: Drawing. Micrometer. Microscope.
Eyes, screw: Brass. Steel	Facers, cherry. Fans: Dust collecting. Electric. Exhaust. Gas. Ventilating.
Fasteners: Belt. Casement. Clamp. Foundation. Sash. Staple. Faucets. Feathers, ostrich.	Feed, automatic.
Felt.	Fences. Fenders, fire.
Ferrules. Fertilizers. Figures, metal. Files: Metal. Pasteboard, for index cards. Wood, for letters. Pasteboard, for letters.	Files, newspaper.
	Filing furniture: Bases. Bookcases. Blue print or plan. Cap. Card index. Check file. Combination. Credit filing. Drawer. Ends. Legal or policy blank. Letter. Map. Tops.
Fillers: Bottle. Test tube, glass.	Fillers: Plumber's. Tank.

Expendable	Nonexpendable
Films: Motion picture. Photographic.	
Filters, glass and porcelain: Cone. Laboratory. Pressure. Water. Wine	Filters, metal: Color, photographic. Color, photographic, sets of. Cone. Dust. Laboratory. Pressure. Ray (metal body). Water. Wine.
Finders: Camera. Fire. Microscope	
Fittings: Conduit, electrical. Drainage. Hose, other than nozzles. Pipe.	Fixtures: Display. Electric light. Gas. Lamp.
Flags.	Flagstaffs or masts: Metal. Wood.
Flanges.	Flails.
Flannel.	
Flash.	
Flasks, other than metal.	Flashlights.
Flatirons.	Flasks, metal.
Flatters.	
Floats: Carbureter. Closet. Dental. Engine. Micrometer. Water register.	Flexiphones. Flexotypes. Flies, tent. Floats, micrometer.
Flour.	Floroscopes.
Fluids: Obliterating. Soldering.	Flumes. Flushers, sewer.

Expendable	Nonexpendable
Folders: Bone. Ivory. Metal. Vertical, file.	
Forage. Forceps.	
Forks:	Forges. Forks: Barley. Beet. Coke. Grappling. Meat. Pitch. Potato. Spading. Weeding.
Table, other than sterling.	
Forms, blank. Frames: Picture.	Forms, concrete. Frames: Blue print. Bulletin and chart. Display. Duplicating roller. For ground glass. Hack saw. Hay. Lock joint. Map. Millograph and mimeograph. Photo copy and retouching. Photographic printing. Picture. Poultry picking. Printing, camera. Salt-brick, for stock. Saw. Scale. Section screen. Specimen. Spray tank. Stencil. Tipping bucket. Vacuum printing.
Fungicides. Funnels: Glass and porcelain. Metal. Enameled. Galvanized iron. Copper. Tin.	Freezers: Ether. Ice cream. Froes. Fullers. Fumigatorium, seed. Fumigators.

Expendable	Nonexpendable
	Furnaces: Bomb. Cauldron. Combustion. Crucible. Electric. Gas. Muffle. Plumber's. Pressure. Stereotyping.
Furniture, printing: Metal. Wood.	Furniture, sectional.
Fuses.	Furrowers.
	Gages: Air. Altitude. Ammonia. Barrel. Beer. Bevel. Carpenter's. Center. Compound vacuum and pressure. Cotton. Cover glass. Depth. Drill. Evaporation. Gear. Hook. Label. Micrometer. Paper testing. Pinning. Pressure. Rain and snow. Rain tipping bucket. Recording apparatus. River. Screw thread or screw pitch. Seasonal. Sieve perforation. Sizing. Steam. Steel. Surface. Tire. Type. Vacuum. Water. Wire.

Expendable	Nonexpendable
Gads.	Galley.
Gaskets:	Galvanometers.
Asbestos.	
Rubber.	
Gauze:	Gates, irrigation.
Absorbent.	Gatherers, seed.
Bandage roller.	
Copper.	
Hospital.	
Wire.	
Gears.	Generators, other than glass:
Generators, glass.	Acetylene.
	Electric.
	Gas.
	Steam.
Gimlets.	Germinators.
Gimp, upholstering.	
Gingham.	
Girths:	Gins, cotton.
Canvas.	
Leather.	
Glass:	
Florentine.	Glasses:
Ground.	Engraver's.
Magnotype.	Eye.
Maze.	Field.
Photographic.	Focus, camera.
Plate.	Hollander, for reducing arc light glare.
Ribbed.	Magnifying, jeweler's.
Sand.	Optical.
Window.	Reading.
Glasses:	Reducing.
Artist's water.	Retouching.
Bell.	Plate.
Desk.	Globes, map.
Drinking.	Gloves, leather.
Gage.	Gloves, rubber.
Jelly.	
Medicine.	
Test.	
Tintometer	
Water.	
Watch.	
Glassware, laboratory.	
Gloves:	Glyoscopes.
Cotton.	Goggles.
Wool.	
Glue.	

Expendable	Nonexpendable
Graduates, glass.	Gongs. Goniometers. Gouges. Graders: Corn. Grain. Orange. Pecan. Potato. Road.
Graphite.	Graduates, metal. Granulators.
Graters, kitchen.	Graphotypes.
Grease.	Grates: Furnace. Portable. Gratings, diffraction. Gravers.
Grenades, hand, fire extinguishers.	Greenhouses.
Groceries.	Griddles, cake. Grinders: Beet. Bench. Disk. Feed. Grape. Meat. Peanut butter. Tool. Valve. Grindstones. Grips, Buffalo.
Guiders, register, for printing press. Guides, for halyards. Gum. Guns, insect powder.	Groovers, machinist's. Guards: Scale. Wire.
Gutta-percha.	Guns: Dust. Gopher. Grease. Hand dust. Photo flashlight. Shot. Spray.
	Haemocytometers. Haemoglobinometers. Haemotokrits. Halters, horse.

Expendable	Nonexpendable
Halyards.	Hames, horse, when not a regular part of harness. Hammers: Ball peen. Blacksmith's. Claw. Double jack. Farriers. Machinist's. Single jack. Sledge. Special marking. Stone. Tack. Hammocks. Hampers, other than clothe. Handcuffs. Holders, needle, inoculating.
Handles: Auger. Axe. Clamping. Chest. File. Graver. Hammer. Hatchet. Mop Psychrometer. Saw. Socket, wood. Wooden. Hangers. Box. Coat.	
Photographic.	Hangers. Door. Pipe. Hardies, blacksmiths's. Harness: Carriage. Cart. Plow. Wagon. Harpoons. Harrows: Disk. Riding. Section. Tilting. Harvesters.
Hasps.	Hassocks. Hatchets. Hats. Haversacks.

Expendable	Nonexpendable
Hinges.	Hawks, metal, plasterer's. Headers, bolt. Headgates. Heads: Dado. Die. Grinding. Polishing. Heaters: Canning outfit. Electric. Flask. Oil. Orchard. Wagon. Water. Hectographs. Heliographs. Heliometers. Helioscopes. Hillers, celery.
Holders:	Hobbles, horse. Hods: Brick. Coal. Plaster. Hoes: Corn. Cotton. Furnace. Garden. Horse and wheel. Mortar. Hoists, chain.
Bottle. Burette. Card. Caustic. Copy. Crayon. Crucible. Door. Eyeglass. File. Filter. Flask. Hand, blotter. Label. Lamp. Logotype. Matchbox. Mop. Pencil. Pipette. Rubber stamp.	Holders: Atlas. Bag. Card. Chart. Coston signals. Cut films. Electrode. Film. Insect, microscope. Knife. Knurl. Lens. Letter copy. Mail bag. Plate. Plate, photographic. Petri dish. Platinum wire. Razor blade. Roll camera. Soil can.

Expendable	Nonexpendable
Holders—Continued. Shades, electric. Spit-cup. Spoon. Taper. Test tube. Toilet paper Tool. Twine.	Holders—Continued. Telephone. Telescope. Thermometer. Towel. Tumbler. Type. Wrapping paper. Holsters: Hand ax. Revolver. Hones: Oil. Water. Hoods: Laboratory. Oil tank.
Hooks: Awning. Belt. Ceiling. Clothing. Cotton. Garden. Grape. Harness. Picture molding. Spout.	
Hooks and eyes. Hooks and rings.	Horses, wood, for stitching harness.
Ice.	Hoops, cheese. Hoppers. Horizons, artificial. Horns, motor cycle. Hose: Air. Steam. Water. Hullers. Humidifiers: Fruit curing. Humidors, cigar. Hydrochronographs. Hydrometers. Hygographs. Hygrometers. Hygrophants. Hygrothermographs. Hypsometers.
Indexes, loose leaf.	Ice boxes. Ignitors. Illuminators, microscope. Impactographs. Impregnators.

Expendable	Nonexpendable
	Incinerators. Inclinators, carboy. Incubators: Chicken. Hospital. Laboratory. Indicators: Balance. Dial testing. Polarity. Potentiometer. River gage. Slide rule. Speed. Temperature. Inductorium. Injectors.
Ink: Addressing-machine. Colors (black, red, white, etc.). Copying. Drawing. Duplicating-machine. Indelible. Marking. Numbering-machine. Plate-printing. Stamp-pad. Writing.	
Inkstands, glass, self-closing. Inkstands, glass, other than self-closing. Insecticides.	Ink-slices.
	Inspirators. Instruments: Castrating. Dissecting, metal. Drafting, metal. Meteorological. Radio-averaging. Surgical, metal. Surveyor's.
Insulators.	Integrators.
Iron, bars and sheets. Irons: Angle. Calking. Soldering.	Irons: Branding. Calking. Electric. Flat. Sealing. Soldering. Waffle. Irrigators.
	Jackets, copper.

Expendable	Nonexpendable
Jardiniers, other than metal. Jars, glass.	Jacks: Hand. Hydraulic pump. Scaffolding. Wheel. Jackscrews. Jardiniers, metal. Jars: Metal. Other than glass.
Jugs.	Jigs. Jimmies. Jointers. Joints: Ball and socket. Jacob staff.
Kalsomine. Kegs: Metal. Wooden.	Kettles: Asphalt heating. Cooking. Soil sterilization. Steam jacket. Tea.
Keys: Locksmith's. Typewriter cushion.	Keys: Electric. Signaling. Special lock. Telegraph.
Kits, first aid.	Kilns: Grain. Hay. Laboratory.
Knives. Table.	Kites. Kits: Mess. Repair. Soldering. Tool.
	Knapsacks. Kneaders. Knives: Beet. Blacksmith's. Broom. Butcher's. Calking. Cane. Chopping. Cigar. Collecting. Corn. Cotton.

Expendable	Nonexpendable
	Knives—Continued. Dissecting. Draw. Entrenching. Etching. Grain. Grass. Hacking. Hay. Hemp. Hunting. Leather. Nurserymen's Palette. Pocket Putty. Sectioning. Shoemaker's. Surgeon's. Tobacco. Upholsterer's
Knobs	Knurls. Kodak. Kollergangs. Kymographs.
Labels: Gummed. Wooden. Lacing, belt.	Lactodensimeters. Lactometers. Ladders.
Ladles	Lamps: Acetylene Alcohol. Arc. Blast. Carbide. Carriage. Electric, table, all kinds. Gas. Gasoline. Hanging. Kerosene. Launch. Microscope. Motor cycles. Oil. Photographic. Polariscope. Student. Wagon. Lances.

Expendable	Nonexpendable
Lashes, whip.	Lanterns: Acetylene. Dark room. Gasoline. Oil. Solar projector. Storm warning.
Latches, thumb Lath.	Last and stand (shoe).
Lead, bars and sheets.	Lathes: Arbor. Bench. Engine. Launches. Lawn mowers.
Leather.	Leads, sounding.
Legends: High. Low.	Leggins.
Letters: Metal. Paper, gummed.	Lenses: Binocular. Camera. Condensing. Dissecting. Microscope. Reducing. Telephoto.
Lifters: Stove. Tack.	Levels: Architect's. Carpenter's. Ditching. Drainage. Land. Machinist's. Mining. Surveyor's.
Lifts: Sash. Transom.	
Lighters, gas. Lime. Linen.	Liners, section.

Expendable	Nonexpendable
Lines: Mason's, heavy string.	Lines: Harness. Reel marking. Telegraph. Telephone.
Lining: Cambric. Carpet.	
Links: Addressograph. Fuse.	
Livestock (for experimental purposes or for slaughter for food purposes).	Linoleum. Listers. Livestock (not for experimental purposes or for slaughter for food purposes). Loaders: Hay. Plate rack.
Logotypes.	Lockers: Metal. Wood. Locks: Special padlocks. Special rimlocks. Locks and chains.
Lubricants.	Logs, gas. Looseners, beet. Lounges.
Lumber: Ash. Basswood. Birch Cedar. Cherry. Chestnut. Cypress. Fir, Douglas. Flooring. Gum. Hemlock. Hickory. Kiln-dried. Mahogany. Maple. Oak. Palings, pine. Pickets, pine. Pine— Georgia, yellow. North Carolina, yellow. Sugar. Virginia loblolly. White, eastern. White, western.	Lucidas, camera

Expendable	Nonexpendable
<p>Lumber—Continued.</p> <p>Poplar, yellow.</p> <p>Ripping.</p> <p>Spruce.</p> <p>Upson board.</p> <p>Veneering.</p> <p>Vermilion.</p> <p>Walnut, black.</p> <p>Lye:</p>	<p>Lysimeters.</p> <p>Machetes.</p> <p>Machines:</p> <p>Abrasion.</p> <p>Adding.</p> <p>Addressograph.</p> <p>Bag-tying.</p> <p>Baling, bag.</p> <p>Barley pearlizing.</p> <p>Beet-boring.</p> <p>Blue-printing.</p> <p>Bran duster.</p> <p>Briquette, forming.</p> <p>Buffer.</p> <p>Bulb-scooping.</p> <p>Bundling.</p> <p>Calculating.</p> <p>Capping bottles.</p> <p>Cement-testing.</p> <p>Centrifugal.</p> <p>Check-protecting.</p> <p>Check-writing.</p> <p>Cleaning.</p> <p>Cleaning, seed and grain.</p> <p>Clipping.</p> <p>Computing.</p> <p>Cork borer sharpening.</p> <p>Corking.</p> <p>Cotton-picking.</p> <p>Cutter-grinder.</p> <p>Dating.</p> <p>Determining.</p> <p>Developing, photographic.</p> <p>Dictating.</p> <p>Disinfecting.</p> <p>Drafting.</p> <p>Drying, photographic.</p> <p>Ductility-testing.</p> <p>Duplicating.</p> <p>Dusting—</p> <p> Hand.</p> <p>Electrostatic.</p> <p>Elevating.</p> <p>Embossing.</p> <p>Engraving.</p> <p>Fiber testing.</p> <p>Finishing.</p> <p>Flange rings.</p>

Expendable	Nonexpendable
	<p>Machines—Continued.</p> <p>Folding.</p> <p>Folding, metal.</p> <p>For cleaning motion pictures.</p> <p>For filling seed packets.</p> <p>Gas and mixing.</p> <p>Glazing.</p> <p>Grafting.</p> <p>Grain cleaning.</p> <p>Grass-stripping.</p> <p>Greenhouse ventilating.</p> <p>Grinding and polishing.</p> <p>Hardness testing and motor.</p> <p>Ironing, electric.</p> <p>Jointer.</p> <p>Key filing.</p> <p>Kneading and mixing.</p> <p>Label pasting.</p> <p>Letter-opening.</p> <p>Level.</p> <p>Listing.</p> <p>Map-circling.</p> <p>Mastia.</p> <p>Metal planer.</p> <p>Milling.</p> <p>Miter.</p> <p>Mortising.</p> <p>Motion picture.</p> <p>Mowing.</p> <p>Numbering.</p> <p>Paper-cutting.</p> <p>Paper-fastening.</p> <p>Pasting.</p> <p>Peach sizing.</p> <p>Pencil sharpening.</p> <p>Perforating.</p> <p>Photo printing.</p> <p>Photostat.</p> <p>Pipe cutting.</p> <p>Pipe lifting.</p> <p>Pipe-threading.</p> <p>Pipette washing.</p> <p>Planing and jointing.</p> <p>Press feeding, automatic.</p> <p>Printing, for motion pictures.</p> <p>Punching (for tabulating machine).</p> <p>Rain.</p> <p>Reducing.</p> <p>Ribbon re-inking</p> <p>Riveting.</p> <p>Road-testing.</p> <p>Roller copying.</p> <p>Ruling.</p> <p>Sampling and mixing.</p> <p>Saw and saw setting.</p> <p>Screw, wire feed.</p>

Expendable	Nonexpendable
<p>Mantles, gas-lamp</p> <p>Maps:</p> <ul style="list-style-type: none"> Pocket. Post route Weather, paper. 	<p>Machines—Continued.</p> <p>Sealing—</p> <ul style="list-style-type: none"> Can. Envelope. <p>Seed cleaning.</p> <p>Separating.</p> <p>Sewing.</p> <p>Shaking.</p> <p>Shredding.</p> <p>Sifting and mixing.</p> <p>Silage.</p> <p>Sizing.</p> <p>Smoking.</p> <p>Splitting.</p> <p>Spraying.</p> <p>Stabbing or punching.</p> <p>Stalk cutting.</p> <p>Stapler.</p> <p>Stemming.</p> <p>Stencil.</p> <p>Stirring.</p> <p>Stitching.</p> <p>Tabulator, key and verifying.</p> <p>Tabulator punching.</p> <p>Tallying.</p> <p>Tea.</p> <p>Testing.</p> <p>Tile.</p> <p>Tool sharpening.</p> <p>Transcribing.</p> <p>Triuplicating.</p> <p>Valve reseating.</p> <p>Washing.</p> <p>Wheat tempering.</p> <p>Wrapping.</p> <p>Magneto.</p> <p>Magnets:</p> <ul style="list-style-type: none"> Electric. Rainfall. <p>Magnifiers:</p> <ul style="list-style-type: none"> Achromatic. Aplanatic. Binocular. Hand. Pocket. Slide rule. Tripod. <p>Mailers.</p> <p>Mallets.</p> <p>Mandrels.</p> <p>Manometers.</p> <p>Maps:</p> <ul style="list-style-type: none"> Relief. Glass, large, weather. Wall.

Expendable	Nonexpendable
	Markers: Box fountain. Object. Tattoo ear. Time.
Mashers, potato.	Masks, gas Masterplates.
Matches, safety.	Matrices.
Mats: Cocoa. Lantern-slide. Straw.	Mats: Rubber. Steel. Wire. Matting. Mattocks. Mattresses. Mauls: Steel.
Measures: Cover, glass. Glass tubing. Grain, sets. Loaf, volumetric. Map.	Megaphones. Meggers, constant pressure. Melters. Meteorographs, kite. Meters: Air. Alkali. Current. Electric. Electrostatic. Exposure. Gas. Motor. Photographic. Voltmeter. Water. Wet.
Meters: Acid. Alcohol	Metronomes. Metrumumas.
Mica.	
Micrometers: Disk.	Micrometers: Caliper. Filer. Ocular. Paper testing. Secular. Slide. Stage.
	Microphones. Microplanoscopes.

Expendable	Nonexpendable
Milk.	Milliammeters.
Millinette.	Milliographs. Millivoltmeters.
Mitts, stereotype.	Mills: Bone. Cane. Coffee. Corn. Drug. Fanning and cleaning. Feed. Flour. Grating. Grinding. Grist. Jar. Nut. Paint. Pebble (jar). Pulverizing. Rolling, hand. Roughing and finishing. Wind.
Models.	Mimeographs. Mimeoscopes. Mirrors.
Moisteners, envelope.	Mixers: Bread. Concrete. Seed.
Molding.	Models, house.
Mops, floor.	Monoculars.
Mortars and pestles, glass or porcelain.	Motorcycles

Expendable	Nonexpendable
	Motors, when not a regular part of equipment: Voltameters. Molds: Butter. Cement. Cheese. Cigar. Clay. Jar. Metal. Paper. Tile. Mountings for pyrheliometer.
Mounts: Botanical. Card. Rubber stamp. Specimen.	Movers, car. Mowers: Hand. Horse.
Mucilage. Mugs, other than metal.	Mugs, metal. Mules. Multigraphs.
Muslin, oiled. Muzzles: Dog. Horse.	Myocardiographs.
Nails. Napkins. Linen. Paper. Nappies. Needles: Darning. Dissecting. Engraving. Hypodermic. Sewing.	Needles: Aneurism. Cement testing. Lithographic.
Netting. Fly. Laundry. Mosquito Wire.	Neostyles. Nephoscopes. Nets: Collecting. Ear. Fly. Horse.
	Nippers.

Expendable	Nonexpendable
Nipples: Plumbing. Rubber.	Nitrometers. Nose pieces: Microtome. Microscope.
Nuts. Oakum.	Nozzles: Hose. Spray.
Oilers.	Oarlocks.
Oil: Benzine. Castor. Cooking. Cottonseed. Cutting. Emulsifying. Fish. Floor. Gasoline. Harness. Kerosene. Lard. Linseed. Neat's-foot. Paraffin. Petroleum. Porpoise-jaw. Sperm. Turpentine. Typewriter. Oilcloth.	Oars. Objectives: Microscope. Microtome. Oculars: Compensating. Drawing. Micrometer. Microscope. Odometers.
Openers: Can. Envelope.	Onimeters. Openers: Box. Car. Crate. Jewel hole. Opisometers. Organizers, work. Outfits: / Arc lamp. Bee rearing.

Expendable	Nonexpendable
	Outfits—Continued Belt repair. Canning. Color. Cooking (show size). Determining apparatus. Dissecting. Drawing. Electrolytic. Engraver's. Enlarging. Hay stacking. Loading, for cartridges. Marking. Motion picture. Multistamp. Paint spraying. Photo lighting. Photomicrographic. Plane table. Polishing. Printing. Pyrography. Ranger's filing. Stencil proofing. Stereotyping. Tablet making. Tape repair. Tattooing. Telegraphone. Vaccinating. Vulcanizing. Water supply.
Ovals, celluloid.	
	Ovens: Baker, reflector. Baking. Drying. Dutch. Electric. Gas. Hot-air. Inflating. Muffle. Paraffin. Steam. Stove. Vacuum. Water. Overalls. P ackers; Butter. Subsurface.
Packets, first-aid. Packing, hoof. Paddles, hard rubber, photographic	Paddles, canoe. Padlocks.

Expendable	Nonexpendable
Pads: Desk. Felt, for Bates numbering machine. Horse, other than zinc. Ink. Rubber stamp. Tablecloth. Typewriter. Writing.	Pads: Cot and couch. Cotton picker (Knee). Horse, zinc.
Paints.	Paintings, oil, framed.
Pans: Agate. Aluminum. Copper. Enameled. Galvanized iron. Granite. Iron. Tin.	Palettes: Artist's. Bookbinder's. Type. Panels: Cabinet, electric. Kaedex. Panniers. Pans, aluminum.
Paper: Adding machine. Addressing machine. Asbestos. Backing. Billing machine. Binding, for lantern slides. Black print. Bond. Blotting. Blue print. Cambric. Cap. Carbon Cloth-lined, light blue. Computing machine. Cover. Cross-section. Drawing. Duplicating-machine. Filter. Fly. Gummed. Impression. Ledger. Lens. Letter.	Pantographs

Expendable	Nonexpendable
Paper—Continued Linen-mounted. Lithograph. Litmus. Manila. Manifold. Map. Onionskin. Paraffin. Photographic. Photostat. Platinum. Press copy. Printing. Process. Profile. Roofing. Sand. Scratch. Specification. Tabulating. Tissue. Toilet. Tracing. Transfer. Typewriter. White, for mounting drawings	
Wrapping. Writing.	Paper-holder and cutter.
Paraffin.	Parabolas. Parachutes.
Paste: Insect. Office. Soldering.	Partitions. Passometers.
Patches, cloth, gummed.	Pasteurizers.
Pawls: Galvanized iron. Tin. Wood.	Paulins, plain or tarred.
Pencils: Artist's. Bow. Carpenter's. Colors (black, blue, red, etc.). Drafting and drawing.	Peavies. Feelers. Pedometers. Pencils: Automatic. Bow. Magazine.

Expendable	Nonexpendable
Pencils—Continued. For writing on glass. Indelible. Office. Railroad. Penholders. Penpoints. Penracks.	
	Pens. Barograph and thermograph. Cyclostyle. Dotting. Drafting (by name of pen). Drawing. Duplicating. Fountain. Lettering and marking. Lithographing. Register. Ruling. Pentrometers. Percolators: Metal.
	Phantasopes. Phantographs. Phonendoscopes. Phonographs: Dictating machines. Shaving machines. Phonometers. Photometers. Photostats. Pickers, fruit. Picks. Picrometers. Pictures and photographs, framed.
Pictures and photographs, not framed.	
Pinchocks. Pins: Clothes. Escutcheon. Gage. Insect. Office. Photographic. Rolling. Safety. Steel spring, cotter. Surveyor's. Taper, steel.	Pillows: Feather. Felted cotton. Hair. Pincers.

Expendable	Nonexpendable
Pipe:	
Brass.	
Iron.	
Lead.	
Steel.	
Stone.	
Tile.	
Tin.	
Pipettes.	Pipes, blow.
Pitch.	
Pitchers:	
China.	
Enameled.	
Glass.	
Granite.	
Porcelain.	
Stone.	
Tin.	
Planes.	
Planimeters:	
Compensation.	
Precision rolling.	
Planners, proof.	
Planatypes.	
Planters:	
Hand.	
Horse.	
Plants:	
Heating.	
Lighting.	
Power.	
Refrigerating.	
Plasticine.	
Plates:	Platens, typewriter.
Base.	Plates:
Corner.	Aluminum.
Dinner.	Cast iron.
Electrotype.	Copper.
Ferotype.	Dies and screw.
Floor and ceiling.	Draw.
Hook.	Heat.
Lantern-slide.	Nap.
Photographic.	Orface.
Push.	Screen.
Stereotype	Screw.
	Steel.
	Test.
Platforms:	
For farm machinery.	
Photographer's adjustable.	
Platinum, bars and sheets.	
Plethysmographs.	
Pliers.	

Expendable	Nonexpendable
	Plows: Hand. Horse. Ice. Snow. Tractor
Plowshares. Plugs: Basin. Fuse. Gun metal. Insulator. Receptacle. Safety. Spark. Wooden.	Plungers: Beet. Plumber's. Pneumatometers. Pointers, spoke.
Pointers, pencil Points, glazier's Pokers: Fire. Stove.	Polarimeters. Polariscopes. Polarizers. Poles, iron: Pike. Range. Telegraph. Telephone.
Poles, wooden: Telegraph. Telephone. Window.	
Policemen, rubber. Polish: Furniture. Metal. Rottenstone. Stove.	Polymeters. Poppers, corn
Porcelain, laboratory.	Portières. Portfolio.
Posts: Binding Fence. Metal. Wood.	
Pots: Coffee. Cooking. Culture. Fire. Flour. Flower.	Potentiometers.

Expendable	Nonexpendable
Pots—Continued.	
Glue.	
Grease.	
Lye.	
Marking.	
Sprinkling.	
Tea.	
Watering.	Pouches.
Pounders, steak.	
Powder:	
Emery.	Preservers, life.
Etching.	Presses:
Horse.	Arbor.
Insect.	Beet.
Tracing cloth.	Botanizing
	Cheese.
	Cigar.
	Copying.
	Cork.
	Cotton.
	Drill.
	Drug.
	Embossing.
	Filter.
	Fruit.
	Hand, logotype.
	Hydraulic.
	Kodak, dry mounting.
	Letter copying.
	Mud.
	Printing.
	Proof.
	Pulp.
	Sampling.
	Sealing.
	Testing.
	Tile, roofing.
	Tincture (drug and meat).
	Wax.
	Pressuregraphs.
	Prickers.
	Printers:
	Crown or commercial.
	Photographic.
Prints, butter, other than metal.	Prints, butter, metal.
	Prisms:
	Heliostat.
	Reflecting
	Wedge.
	Probes:
	Surgical.
	Gopher.

Expendable	Nonexpendable
	Projectors: Flood light. Motion picture. Prong, printers.
Protectors: Book corner. Pencil point. Telephone (lightning).	
Provisions	Protractors, drawing.
	Fruners, tree. Psychographs. Psychrometers. Puffs, wool. Pullers: Beet. Nail. Soil tube. Stake. Staple. Stump. Weed.
Pulleys: Awning. Sash. Shade and swivel.	Pulleys, friction clutch.
Pulls: Door, drawer, sash, etc. Window shade.	Pulleys and tackle.
	Pulpers: Caxaca. Coffee. Pulverizers.
	Pumps: Acid. Air. Alcohol. Auto spray. Auto tire. Barrel. Brine. Centrifugal. Filter. Force. Hand power. Mercury. Oil. Pressure. Rotary. Sewer. Spray. Steam. Stomach. Suction. Vacuum. Water.

Expendable	Nonexpendable
	Punches. Blacksmith's. Card. Carpenter's. Eyelet. Harness. Leather. Machinist's. Marking. Nail. Office. Steel. Pyrgeometers. Pyrheliometers. Pyrometers.
	Quadrants. Quilts. Quirts.
Racks:	Racks, Book
Cage. Coat and hat. Drain. Drying. Galley. Grain. Laboratory	
Motion-picture developing. Ocular and objective. Pen. Photographic. Rubber-stamp, revolving. Stencil. Test-tube, wood. Towel.	Hay. Hose. Laboratory. Lantern slide. Lathe tool. Magazine and manuscript. Map. Ocular and objective.
	Stencil.
	Radiators: Electric. Gas. Hot water. Steam.
	Radio equipment: Amplifiers. Batteries. Equipment carrying cases Loud speakers. Receiving sets. Rectifiers.
Rags. Railings, wood	Railings, metal.

Expendable	Nonexpendable
Raisers, bread.	Rakes: Asphalt. Fire. Garden. Hay. Horse. Rams, hydraulic. Rasps.
	Ratchets: Boilermaker's. Razors.
	Readers, meniscus.
	Reamers: Ratchet. Reapers.
	Receivers: Radiation. Radio. Telegraph and telephone.
	Receptacles, orface.
	Rechenmaschines.
	Recorders: Electric calendar. Evaporation. Solar and sky radiation. Sunshine. Telegraph. Temperature, photo.
Reducers.	Rectifiers. Rectigraph.
	Reels: Cable. Hose. Wire.
	Reflectors.
	Refractometers.
	Refrigerators.
	Registers: Anemometer. Double and triple Magnet. Manograph. Rainfall. Sunshine. Tally. Telegraph. Telemeterograph. Water stage. Weighing gage. Wind.
Reglets.	
Regulators, other than metal:	Regulators, metal:
Gas.	Damper.
Pressure.	Gas.
Speed.	Pressure.
Thermo.	Speed. Thermo.

Expendable	Nonexpendable
Renewals, battery.	Relays, telegraph
Resistances, electric	Renovators: Alfalfa. Carpet. Repeaters, telegraph.
Rests, wood: Arm. Book. Foot	Resonators, telegraph. Respirators, metal.
Ribbons: Computing-machine Dating-stamp. Duplicating-machine. Silk. Typewriter	Resurfacers, commutator. Retorts: Copper. Iron. Revolvers. Rewinders, film. Rheostats.
Rings: Harness. Hog. Insulating. Key. Muffin. Screw.	Ricers, potato. Rifles. Ringers: Hog. Slide.
Rivets: Brass. Copper. Iron. Tin.	Ripeners, cream.
Rods: Bamboo. Brass. Copper. Glass Steel	Roasters: Coffee. Meat. Robes, lap. Rods: Stadia. Surveying. Telemeter.
	Roller removers.

Expendable	Nonexpendable
Rollers: Print, photographic. Window shade.	Rollers: Cement. Duplicating. Iron banding. Land. Lawn. Printing press. Road.
Rolls: Gelatin, for duplicator	Rolls: Bed. Bit. Chart. Instrument.
Roofing: Cement. Felt. Paper. Paroid. Proslate. Slag. Tile. Tin.	
Ropes: Cotton. Hemp. Manila. Rubber.	Rugs.
Rules and rulers: Brass, printing. Cardboard, scales. Office.	Rules and rulers: Board. Caliper. Carpenter's. Chain. Drafting and drawing. Gear. Key seating. Log scale. Metric. Parallel. Plate glass. Slide. Slide computing. Tempered steel.
	Runabouts.
	Saccharometers.
	Sacks: Canvas. Cotton picking. Pack. Saddle.
	Saddles.
	Safes.
	Samplers: Grain. Peat. Soil.

Expendable	Nonexpendable
Sand. Sapolio. Sash, hotbed.	
Saucers: Flower-pot. Paint. Sawdust	Satchels.
Scales ,for wind sheet.	Saws: Bone. Buck. Carpenter's. Circular. Compass and keyhole. Coping. Hack, with frame. Ice. Jeweler's. Machine. Meat and kitchen. Metal. Nest of. Power, cut-off Pruning. Scroll, velocipede. Surgeon. Scabbards. Scales:
Scalpels, dissecting.	Ash. Architect's. Beam. Boxwood. Coin. Cotton beam Counter. Draftsman's. Drawing. Engineer's. Haemoglobinometer Hospital. Ice. Letter. Measuring. Metric, weighing. Milk. Photographer's chemical. Photographic. Platform. Pocket. Steel. Steelyard. Tortion. Wagon. Weighmaster's. Yard. Scallops

Expendable	Nonexpendable
	Sciopticons. Scissors: Dissecting. Grape. Office. Surgeons'. Scoops: Grading. Horse. Scale or balance. Seed. Trenching. Weighing and counterpoise. Scrapers: Boat. Box. Drag. Engraver's. Glue. Household. Ice. Road. Tree. Tube. Screens: Color, photographic. Desk. Display. Door. Fireplace. Folding. Fly. Gravel, soil and sand. Micro. Photographic. Pulp. Solar. Stereopticon. Window.
Screw drivers, oiling.	Screw drivers: Automatic. Ratchet.
Screws, metal and wood.	Screws, bench. Scribes, timber. Scythes.
Seals: Car, lead and wire.	Sealers: Can. Envelope. Gum tape. Seals: Cotton. Official.
Seats, closet.	Seamers. Seats: Circus, portable. Closet.

Expendable	Nonexpendable
	Sectional furniture: Bases. Bill. Blue print or plan. Book. Card index. Check file. Commercial. Credit filing. Combination. Cupboard and closet. Daily report. Drawer. Electrotypes. Ends. Fillers. Herbarium. Insurance. Legal document. Letter file, vertical or horizontal. Loose leaf. Map. Photo and negative. Pigeon hole. Reducing. Shannon. Storage. Tops. Transfer. Voucher. Sectors and mountings. Seeders: Cultivator and drill. Garden. Hand.
Seeds.	Seekers, plant. Seines. Seismographs. Seismoscopes. Separators: Cream. Pulp. Seed. Sections: Blank, plan or policy. Daily report. Document. Inter-enter. Sliding shelf. Sets: Doubletrees. Drill. Field indication.
Sets: Desk. Nail. Rivet.	

Expendable	Nonexpendable
	Sets—Continued. Grappling iron. Saw. Staining. Stocks and dies. Swage. Telephone, head sets. Testing. Telegraph. Telephone. Toilet. Tool— Automobile. Triple trees. Veterinary instruments. Water, silver. Weight. Wrench, auto.
	Settees. Setters, plant. Sextants.
Shades: Electric light. Eye. Lamp. Window. Shafting. Shakers, glass and porcelain.	
Shavers, ice.	Shakers, metal. Shapers. Sharpeners: Cork-borer. Microtome knife. Paper knife. Pencil. Tool.
	Shears: Brush. Edging. Grape. Grass. Hedge. Horse. Office. Photographic. Pruning. Sheep. Snagging. Tinner's. Vegetable.
	Sheath, leather. Ax. Hatchet.
Sheeting: Cotton. Rubber.	

Expendable	Nonexpendable
Sheets, bed.	Sheets, cotton gathering. Shellers: Corn. Pea. Peanut. Shelters: Instrument. Lantern.
Shelves, or shelving, wood	Shelves, or shelving, metal: Adjustable reference. Sliding reference. Typewriter swinging.
Shields: Asbestos. Eraser. Finger. Stove. Shingles.	Shields: Radiator. Soil tube. Wind.
Shoes: Horse. Mule.	Shoes: Men's. Snow. Women's.
Sieves, flour.	Shovels: Dirt. Fire. Irrigating. Scoop. Snow. Tiling.
Signals: Coston or hurricane. Index.	Showerheads, with valves. Shredders, vegetable. Shrinkers, tire and axle. Shutters: Camera. Photographic. Shuttles, typewriter. Sickles.
Signs: Office. Storm-warning towers. Silk, oiled.	Sifters. Sights, wood level.
	Signographs. Signs.
	Silos. Singletrees, when not a part of double tree sets. Sinks, when not installed as a regular part of building equip- ment: Albarene stone. Iron. Porcelain.

Expendable	Nonexpendable
Siphons, glass.	Skiffs. Skillets.
Skimmers.	
Skins, chamois.	Skis.
Slabs, for mixing paints: Board. Durostone. Terra cotta.	Sledges. Sleds.
Sleeves, connector: Copper. Rubber.	Slicers. Slickers.
Slides: Dark. Plate holder Quartz.	Slings: Hay. Horse.
Slopes, desk. Slugs.	Smokers, bee.
Snaps, chain.	Snaths, scythe. Snips, tin.
Soap, all kinds. Sod.	Sofas.
Solder.	Sorters: Card. File. Potato.
	Sounders, telegraph. Spacers.
Spigots, wood. Spikes.	Spades. Spatulas, Spears. Spectographs. Spectrophotometer.
Splices. Splines.	Spectroscopes. Speculums. Speeders, railroad. Speedometers. Spherometers. Sphygmomanometers. Spigots, metal. Splitters.

Expendable	Nonexpendable
Sponges.	Spokeshaves.
Spools, for small wire.	Spools, for Pathé camera.
Spoons:	Spoons:
Drill.	Table, sterling.
Horn.	
Laboratory.	
Other than sterling.	
Table, other than sterling.	
	Sprayers:
	Dust.
	Insect.
	Insecticide.
	Lacquer.
	Sprays:
	Auto.
	Knapsack.
	Spreaders.
	Spreads.
	Springs:
	Bed.
	Bending.
	Sprinklers:
	Bulb.
	Lawn.
	Plant.
	Spuds, dandelion.
	Spurs.
	Squares:
	Carpenter's.
	Drafting.
	Machinist's.
	Squeezers:
	Other than glass.
	Stackers, hay.
	Stacks, book.
	Stages:
	Mechanical.
	Microscope, adjustable, mechanical.
	Micrometer.
	Photographic
	Sub.
	Stakes:
	Anvil.
	Snow.
	Stamps:
	Canceling.
	Dating, metal.
	Hand, metal.
	Meat inspection, other than paper.
	Stanchion.

Expendable	Nonexpendable
Stands: Ink, self-closing. Calendar.	Stands: Adding. Balance. Bedside. Blacking. Boiler. Book and magazine. Bookkeeping. Calculating. Camera. Chart. Condenser. Culture. Dictionary. Dissecting. Drawing. Drawing board. Filter. Glass tubing. Instrument. Laboratory. Letterpress. Mail sorting. Microscope. Multigraph. Negative holding. Office. Paper cutter. Pipe. Portable, electric and gas. Reaction. Reagent. Retort. Sterilizer. Telephone. Telephone table. Typewriter. Umbrella. Water-cooler. Wash.
Staples: Carpenter's. For Boston stitcher. Paper, fastening machines.	Starters: Auto. Electric. Statoscopes. Statuettes.
Steel: Bars and sheets. Knife sharpening.	Steelyards. Stencils, metal. Stereopticons. Stereoscopes.
Stencils, paper.	

Expendable	Nonexpendable
	Sterilizers: Hot air and steam. Serum. Surgical dressing. Stethoscopes.
Sticks: For cutting machine. Measuring.	Sticks: Cruiser. Printer's. Snow measuring.
Stirrers.	Stills: Alcohol. Vacuum. Water.
Stones: Carborundum. Emery. Printer's. Lithographers. Oil.	Stirrers, motor. Stocks, brayer and roller.
Stoppers: Basin, with plugs. Rubber.	Stools: Laboratory. Office.
Stops: Bench.	Stoves: Alcohol. Camp. Coal and wood. Electric. Gas. Gasoline and oil. Hot blast.
Strainers: Gasoline. Kitchen. Milk. Paint.	
Straps: Binder or tie. Box. Leather, other than trunk. Trunk. Pipe.	Stretchers: Carpet. Wire.
Strips, binding, cloth.	Strrops.
Styli.	Suits: Veterinary. Oiled slicker.

Expendable	Nonexpendable
Supports: Book.	Supports: Anemometer. Burette. Camera. Filter. Funnel. Instrument shelter, steel. Laboratory. Nephoscope. Polarimeter. Rain and snow gage. Sunshine recorder. Telescope, galvanometer. Thermometer. Wind vane.
Surcingles.	Surreys. Swedges.
Sweeps, cultivator.	Sweepers: Carpet. Street.
Switches, electric: Battery. Knife. Panel. Pendant. Snap. Telegraph.	Switchboards, telephone.
	Symbols, map. Syringes: Antitoxin. Battery. Fountain. Hydrometer. Hypodermic. Inoculating. Veterinary.
	Systematizers, desk.
	Tables: Artist's. Dining. Drawing. Folding. Kitchen. Laboratory. Mail, metal. Microscope. Office. Taxidermist. Titration. Traverse plane. Typewriter. Warming. Work.

Expendable	Nonexpendable
Tablets, writing. Tabs, index.	Tacographs. Tachometer.
Tacks: Basket. Carpet. Matting. Numerical. Thumb. Upholstering	
Tags: Index. Key. Merchandise. Tin, meat inspection. Tallow.	Tags: Identification, motor vehicles.
Tanks: Expansion. Water-closet.	Tampers. Tanks: Acetylene. Aquarium. Brine. Compound air pump. Developing, photographic. Register. Evaporating. Expansion. Filter. Fumigating and insecticide. Galvanized iron Gas and gasoline. Hypo. Laboratory. Motion picture. Oil. Spraying. Stock and supply. Storage. Temperature. Urinal. Vacuum. Wash. Water. Water-closet.
Tape: Adhesive. Asbestos, listing. Cotton and linen. Gummed, paper. Red. Rubber.	Tapes: Chain. Linen. Microphoto. Steel Wire.
Tapers, wax.	

Expendable	Nonexpendable
Tar	<ul style="list-style-type: none"> Taps: Machine. Pipe. <ul style="list-style-type: none"> Tarpaulins. Tedders. Telephones. Telemeters. Telephones. Telescopes. Telethermographs. Telethermoscopes. Templets. Tenaculae. Tents.
Terminals, cable.	<ul style="list-style-type: none"> Testers: Battery. Butter. Cement. Corn seed. Elastic. Fiber. Folding. Gas. Gage. Glue. Gluten. Grain. Leather. Linen. Milk. Moisture. Oil. Opacity. Paper. Rubber. Speed shutter, camera. Thermometer. Water. Yarn. <ul style="list-style-type: none"> Theodolites. Thermographs. Thermometers: <ul style="list-style-type: none"> Armored. Chemical. Clinical. Electric. Exposed. Maximum and minimum. Recording. Resistance. Soil. Telegthermograph. Thermopiles. Thermoregulators. Thermostats.

Expendable	Nonexpendable
Thimbles: Calking. Extraction. Rope. Sewing.	
Thread: Flax gilling. Sewing.	Threaders. Threshers. Ticklers, desk.
Tile.	Tiles, pill. Timer, interval.
Tin: Block. Japanned. Pig.	Tintometers.
Toasters	Tires: Automobile. Motor cycle. Truck. Toasters, electric. Toboggans. Tomahawks.
	Tongs: Blacksmith's Chain. Crucible. Fire. Ice. Pipe. Spittoon.
	Tongues: Carriage. Truck. Wagon.
	Tools: Anvil. Blacksmith's. Boring. Carpenter's. Depthing. Diamond. Electrician's. Embossing. Knurling. Lathe. Milling. Packing. Plumber's. Tiling. Tire. Wood turning. Tools and handles.

Expendable	Nonexpendable
Tops, tile table	Tops: Truck. Tile table. Tripod tilting.
Towels: Bath. Office, cloth or paper.	Torches: Alcohol. Brush burning. Gasoline. Hot blast. Laboratory. Soldering.
Traps: Bird. Fly. Moth. Mouse. Plumber's. Rat.. Roach.	Towers, storm-warning. Tracers. Traces, harness. Tracks, steel. Tractors. Trammels. Transformers. Transits: Architect's. Explorer's. Surveyor's. Transmitters, water stage. Transplanters. Traps: Animal, steel. Insect. Light. Moth. Plumber's.
Trays: Card. Crumb. Desk. Hard rubber. Laboratory, glass and porcelain. Pasteboard Pen or pin. Porcelain. Shipping. White enameled.	Trays: Color matching. Copper and aluminum. Display. Flask. Laboratory, metal. Seed. Silver-plated, pitcher. Sorting. Vertical letter.
Triangles, pipestem.	Trephines. Trestles. Triangles: Drawing and drafting Platinum. Trichinoscopes.
	Triers: Butter. Cheese. Flour. Grain. Ham.

Expendable	Nonexpendable
	Trimmers: Hedge. Hoof. Oliver. Paper. Paraffin in block. Photo. Tree.
Tripods, laboratory.	Tripods: Camera. Heliometer. Sketching. Steropticon. Surveyor's. Typewriter. Typewriter, portable.
	Trocars.
	Troughs: Developing. Feed. Mercury. Water.
	Trowels: Bricklayer's. Garden. Plasterer's.
	Trucks: Book. Farm. Hand. Motor. Office. Platform. Wagon.
	Trunks. Camera and plate. Specimen. Traveling.
Tubes: Barometer. Blowing. Blue-print. Burette. Calcium chloride. Colorimeter. Combustion. Extraction. Lamp. Mailing. Medicine. Pasteboard. Quartz. Specimen. T and Y form. Test. Tin.	Tubes: Angle measuring. Beet boring. Pitot. Pelligot. Roentgen (X-ray). Snow cutting. Soda lime. Soil. Stomach. Vacuum. Resistance.

Expendable	Nonexpendable
Tubing: Brass. Drainage. Gasket. Glass. Mottled. Rubber.	
Turnbuckles. Turners, cake. Tweezers.	Tubs: Foot. Plant. Wash. Tunnels, copper steam. Turbidimeters, electric. Turbines, steam.
Twine: Cotton. Flax. Hemp. Jute. Linen.	Turntables: Kite reel house. Microscope.
Type: Metal. Rubber.	Twisters, wire. Tympans.
Unions.	Typewriters.
Varnish: Duplicating machine. Lithographic. Photographic.	Umbrellas: Wagon.
	Unipods, surveyor's. Units, electric. Ureometers. Urinals.
	Valises. Valves. Air for radiators. Ammonia. Gate. Pump, rubber. Plumbing. Vanes. Vaporizers.
	Vasculums. Vats. Vehicles.

Expendable	Nonexpendable
Ventilators, glass. Vials, glass.	Ventilators, metal. Vignettters, photographic. Viscosimeters. Vises: Bench. Cabinetmaker's. Clamp. Lantern slide. Machinist's. Pin. Pipe. Saw. Visible index equipment. Voltameters. Vulcanizers. Voltmeters.
Wafers, paper.	Wagons: Drayage and express. Farm. Mail. Sprinkling.
Walks, plank	Wallet, collection. Wardrobes. Warmers, section micro. Washers, bottle. Watches.
Washers.	
Wax: Floor. Sealing. White.	
Wedges: Iron. Steel. Wood.	
Weights: Paper, glass or metal. Sash. Spline.	Weeders: Hand. Horse. Weights: Balance and scale. Hitching.
Wheels: Buffing. Cutting, for pencil. Sharpening machines Whetstones.	Weilaphones. Weirs. Wells, ink, self-closing. Wells, still, evaporation. Wheelbarrows. Wheels: Aluminum. Measuring. Truck.
Wicking and wicks.	Whips. Whistles.

Expendable	Nonexpendable
	Winders, spring. Winches. Windlass and chain.
Wire: Bronze, copper, an - steel. Drawplate. Fence. Gauze. Lead-covered. Office or insulated. Platinum. Telegraph. Telephone. Wood.	
Wrappers, paper. Wrenches.	Workers, butter.
Zinc, oars and sheets.	Wrenches: Alligator. Anemometer. Carriage, small. Chain. Engine, small. Monkey. "S." Socket. Stillson. Tap. Trimo. Wagon, small. Wringers: Clothes. Mop, with bucket.
	Yokes: Canoe Ox.

ADMINISTRATIVE REGULATIONS

OF THE

UNITED STATES
DEPARTMENT OF
AGRICULTURE



WASHINGTON
GOVERNMENT PRINTING OFFICE

UNITED STATES DEPARTMENT OF AGRICULTURE,
Washington, D. C., May 28, 1924.

The honorable the SECRETARY OF AGRICULTURE.

SIR: The undersigned Advisory Committee on Finance and Business Methods submits herewith a draft of the revised Administrative Regulations of the Department of Agriculture with the recommendation that they be issued effective July 1, 1924.

Respectfully submitted.

A. ZAPPONE, *Chairman.*
R. M. REESE,
ALEX McC. ASHLEY,
ROY HEADLEY,
PAUL D. KELLETER,

Advisory Committee on Finance and Business Methods.

Approved:

HENRY C. WALLACE,
Secretary of Agriculture.

UNITED STATES DEPARTMENT OF AGRICULTURE,
Washington, D. C., June 4, 1924.

Under the authority conferred upon the Secretary of Agriculture by law, the following regulations are prescribed to govern the administrative transactions of the department. These regulations shall become and be effective on and after July 1, 1924, and shall supersede all prior rules, regulations, orders, and memoranda relating to the administrative transactions of the Department of Agriculture.

HENRY C. WALLACE,
Secretary of Agriculture.

ADMINISTRATIVE REGULATIONS
OF THE
U. S. DEPARTMENT OF AGRICULTURE
APPOINTMENTS, EFFICIENCY RATINGS, PRO-
MOTIONS, DEMOTIONS, ETC.

403. Terms Construed.—For the purpose of these regulations the following terms shall be construed, respectively, to mean:

- (a) The department: The United States Department of Agriculture.
- (b) The Secretary: The Secretary or the Acting Secretary of Agriculture.
- (c) Bureau: Any bureau, service, independent division, independent office, independent board, independent committee, or the library of the United States Department of Agriculture and the major subdivisions of the office of the Secretary.
- (d) Chief of bureau: The administrative head of any bureau, service, independent division, independent office, independent board, or independent committee, and, unless otherwise specifically indicated, the chief clerk of the department will, for the purposes of these regulations, be regarded as the administrative head of the office of the Secretary.
- (e) Employee: Any officer or employee of the department.

404. Appointments.—Except temporary assistants and laborers outside of the District of Columbia, employed subject to civil-service rules under letters of authority (see paragraph 458), every person entering the service of the department will be appointed by the Secretary at a specified rate of compensation. All appointments shall be subject to civil-service rules. A written notification of appointment will be issued in each case by the chief personnel officer, through the

chief of bureau. Except as authorized by law, no appointment shall contain any provision for additional compensation. No appointment, promotion, demotion, or transfer of any person employed in the District of Columbia shall be made effective, nor shall any person appointed for service in the District of Columbia be allowed to enter upon performance of his duties, until the recommendation for such action has been approved by the Secretary. Appointments in the field shall be made as hereinafter provided. (Laws 802, 803, 804, 810, 818, 819, 833, 840, 847, 863, 898, 941, 943, 965, 976, 983, 988, 1003, 1006.)

405. Acceptance of Voluntary Service Prohibited.—The acceptance of voluntary service for the Government or the employment of personal service in excess of that authorized by law, except in cases of sudden emergency, involving the loss of human life or the destruction of property, is prohibited. (Laws 832, 850.)

405.1. Appointment of Collaborators Without Compensation.—Appointments of collaborators for services recognized and agreed to as gratuitous will be without compensation. Where an appointee is to perform a specific service, a definite remuneration will be indicated in the appointment paper and a title employed which shall properly describe the character of the contemplated service.

All bureaus employing collaborators will, on December 31 of each year, prepare lists thereof, with showing as to each name whether active service is being rendered or is in prospect. Such lists will be forwarded to the office of personnel; and where they indicate that appointments are properly terminable, recommendations to that effect will at the same time be separately transmitted to the Secretary.

In general, individuals engaged in commercial enterprises will not be considered for appointment as collaborators. (Effective March 16, 1925.)

406. Publicity Experts Prohibited.—The department is prohibited by law from paying the compensation of publicity experts from any of its appropriations, and chiefs of bureaus will see that no publicity expert is employed. (Law 948.)

407. Disqualifications for Appointment.—Disqualifications for appointment under the civil-service rules are:

(a) Dismissal from the service for delinquency or misconduct within one year next preceding the date of application.

(b) Physical or mental unfitness for the position for which the prospective appointee applies: *Provided*, That the Civil Service Commission may, in its discretion, exempt from the physical requirements established for any position a disabled and honorably discharged soldier, sailor, or marine upon the certification of the U. S. Veterans' Bureau attesting that he completed an appropriate and sufficient rehabilitatory

course of training for the duties of the class of positions in which employment is sought.

(c) Criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct.

(d) Intentionally making a false statement in any material fact, or practicing any deception or fraud in securing examination, registration, certification, or appointment.

(e) Refusal to furnish testimony to the Civil Service Commission.

(f) The habitual use of intoxicating beverages to excess.

408. Who may Recommend Appointment, etc.—Chiefs of bureaus are authorized to recommend the appointment, promotion, or transfer of any person who has been certified by the Civil Service Commission or any person whose appointment, promotion, transfer, or change of personnel status is otherwise authorized under these regulations.

409. Procedure in Requesting Civil Service Certificates.—When the needs of the service require that a position be filled in the District of Columbia from a civil-service certificate, a request for certification should be made to the Secretary in the following form:
To the SECRETARY OF AGRICULTURE:

It is respectfully recommended that the Civil Service Commission be requested to certify eligibles for the following position:

Title of position:

Salary:

Number of vacancies:

Headquarters:

Sex of eligibles desired:

Temporary or permanent:

(If temporary, indicate probable duration of employment.)

Position filled by temporary appointment:

(If so, indicate name of temporary appointee.)

How was vacancy caused:

(If new position, indicate need for additional assistance.)

Special qualifications desired, remarks, etc.

410. Requests for Certification of Stenographers and Typewriters.—No request for certification of a stenographer and typewriter shall be made on the Civil Service Commission unless the duties of the position which it is desired to fill consist chiefly of stenography and typewriting.

411. Correspondence with Civil Service Commission.—Requests on the Civil Service Commission for certificates authorizing transfers, promotions, reinstatements, and other changes affecting the personnel, and correspondence relating thereto, shall, as a rule, be prepared in the office of the chief personnel officer, upon recommendations submitted through the Secretary by the chiefs of bureaus. Letters to the commission, when prepared elsewhere, will be transmitted through the chief personnel officer.

412. Prompt Action on Certificates.—Prompt action should be taken on all civil-service certificates, and selections and recommendations for appointments made without unnecessary delay. Reports on all certificates for nonscientific positions must be received by the Director of Personnel and Business Administration not later than ten days after receipt of the certificate by the bureau concerned. (Amended; effective November 12, 1925.)

413. Selections from Certificates.—Selections for appointment from all certificates or lists must be made from groups of three names, i. e., Nos. 1, 2, and 3 on a certificate must be considered first and a selection made from that group; if written or oral declination is received or if the person selected from that group fails to respond within a reasonable time, the fourth name may be considered. Appointments, declinations, or

failures to respond must occur in two instances before the fifth name certified can be considered.

To expedite selection, a preliminary inquiry as to the eligible's willingness to accept appointment if offered (not a tender of appointment), may be addressed simultaneously to all eligibles considered suitable for appointment.

414. Examination Papers; Confidential.—No inspection of examination papers of eligibles certified by the Civil Service Commission is permitted except for the purpose of selecting an appointee, and employees having occasion to inspect such papers under these circumstances must treat them as confidential and are prohibited from making copies of any of the questions contained therein.

415. Procedure in Recommending Changes in Personnel.—Recommendations for appointments, transfers, promotions, resignations, and all other changes in personnel of the department shall be made directly to the Secretary. A separate recommendation shall be made for each employee and for each action desired unless otherwise authorized by the Secretary. Each recommendation, except for the promotion of scientific and technical employees (see paragraph 463), shall be submitted on the form indicated below:

To the SECRETARY OF AGRICULTURE:

Your approval of the following personnel recommendation is requested:

Action required:	State:
Name:	Place of birth:
Designation:	Date of birth:
Salary:	
Roll:	Headquarters:
Date effective:	
Period:	Classification { present:
To report in:	proposed:
Reasons and remarks:	
C. S. Certificate No. —, dated —.	
C. S. Authority, dated —.	

All blank spaces on the form must be properly filled out and a full explanation of the action desired should be made.

Original appointments.—(a) Under the heading "Reasons and remarks" the following information should be given:

1. Reasons for the action.
 2. Qualifications of the person selected.
 3. Present salary and occupation.
 4. Previous employment in the Government service, giving period or periods of time, and last salary paid.
 5. Any other line of work engaged in.
 6. If the person recommended is a cooperative employee, the time he will devote to the work of the department, the total salary to be paid him, and the amount of such salary to be paid by the cooperating agency.
 7. Standing of proposed appointee on certificate, with a statement indicating the disposition of any names that appear above his.
 8. Whether in fixing salary on original appointment consideration has been given to allowances such as quarters, fuel, lights, etc.
 9. In cases where bureaus in making selection from civil-service certificates pass over veterans and select nonveterans with the same or lower rating, the reason therefor must appear in the recommendation for appointment.
 10. If the compensation includes an allowance for a personally owned vehicle to be used on official work, it should be so stated, and the amounts for salary and vehicle should be clearly set forth.
 11. If appointee will constitute an increase in the bureau force, reason for such increase should be given.
- (b) Any doubt as to the proposed appointee's loyalty to the Government of the United States should be cleared up by the bureau before transmitting the recommendation to the Secretary.

Promotions, other than for scientific and technical employees.—(a) Under the heading "Reasons and remarks," the following information should be given:

1. Reasons for the action.
 2. Qualifications of the person to be promoted.
 3. Any other line of work engaged in.
 4. If a cooperative employee, the amount of time devoted to the work of the department and the sum to be paid by the cooperating agency.
 5. Efficiency record and relative standing of employee on the efficiency register. (If there is a deviation from the efficiency register, the reasons therefor should be set out fully and it should be indicated that the Board of Review has approved the action suggested. It is not necessary for the individual members to sign the paper.)
 6. Date and amount of last promotion.
 7. Total length of service in the department.
 8. Whether allowances such as quarters, fuel, lights, etc., have been considered.
 9. A recommendation for the promotion of an employee not engaged in strictly scientific or technical work and paid from a lump-sum roll must show that other employees in the department performing the same or similar service during the preceding fiscal year were paid at the same or a higher rate.
- (b) Under the heading "Salary" the present and proposed salary of the employee should be stated, and under the heading "Roll" the present roll and that from which the proposed salary is to be paid.

Transfers.—(a) Under the heading "Reasons and remarks" the following information should be given:

1. Reasons for the action.
2. Qualifications of the person to be transferred.
3. Previous employment in this department.
4. Previous employment in any other department, giving period of time and latest salary paid him while in that department.

5. Any other line of work engaged in.

6. If the person recommended is a cooperative employee, the time he will devote to the work of the department, the total salary to be paid him, and the amount of such salary to be paid by the cooperating agency.

(b) Under the heading "Salary" the present and proposed salary and under the heading "Designation," the present and proposed position should be stated.

In general.—(a) If an original appointment, transfer, promotion or reduction is recommended for the purpose of filling an existing vacancy, a statement showing how the vacancy was caused should be made under the heading "Reasons and remarks."

(b) A recommendation for an original appointment from a civil-service certificate, or for a transfer from another department of the Government, or for a transfer between two bureaus in this department, at any salary other than the lowest in the grade concerned, must contain a statement, under the heading "Reasons and remarks," either to the effect that there is no one in the bureau qualified for the position or that the person proposed possesses qualifications essential to the efficient conduct of the work.

416. Physical examination of new appointees in Washington.—Before assuming duty in the department, all persons appointed in Washington for a probationary period from a civil service certificate shall report to the chief personnel officer of the department, who will make the necessary arrangements with the Public Health Service for the physical examination required by the Executive order of June 18, 1923.

417. Date effective.—Every recommendation for an appointment, promotion, demotion, or other action affecting the salary of an employee of this department must specify a definite date upon which the action recommended shall take effect, which date shall be

subsequent to the date of the recommendation. In the case of an original appointment the date effective must coincide with the date the appointee actually reported for duty. When, for any reason, an appointee fails to report for duty on the date indicated in his original notice of appointment, the bureau must take action to correct the record in the office of the Secretary.

Recommendations for separative action must specify a date at the expiration of which the action recommended is to take effect, e. g., "Termination of March 31, 1923."

418. Employment of Agents.—All recommendations for the employment of agents excepted from examination by the Civil Service Commission shall be accompanied by a statement prepared on forms furnished by the chief personnel officer, specifying the particular clause of Subdivision IX of Schedule A of the civil-service rules under which the appointment is recommended, together with the prospective appointee's name, compensation, designation and qualifications for appointment, and the duties of the position to which it is proposed to assign him; and that portion of the statement concerning the qualifications of the appointee and his duties shall be in such detail as to enable the Civil Service Commission to determine whether the appointment is made under the proper clause. Under no circumstances will an appointment of an agent be made until the above-described information is filed with the chief personnel officer. Appointments under clause 1d, which require the prior consent of the Civil Service Commission, shall not be made until such consent has first been obtained by the chief personnel officer.

419. Rates of Compensation of New Appointees.—Unless otherwise provided by law, all new appointments to the department shall be at the minimum salary prescribed for the appropriate grade under the

classification act. All per diem appointments shall be made for "days actually employed." (Laws 1003, 1006.)

420. Appropriation Chargeable.—All appointments shall be so drawn that the salary thereunder may be paid from any miscellaneous lump-fund appropriation of the bureau to which the salary is properly chargeable. If a duplex appointment involving two appropriations is necessary, each such fund shall be indicated in the appointment. (Laws 833, 847, 898.)

421. Expenses Incident to Reporting for Duty.—A person receiving original appointment in the department will be required to report at the place at which service is to be performed, without expense to the Government, unless specifically authorized by the Secretary in advance.

422. Oath of office.—In all cases of original appointment an oath of office must be executed before any payment of salary under the new appointment will be made.

The oath of office and personal statement sheet must be filled out by the employee before or immediately upon assuming duty and forwarded at once, through the chief of bureau, to the chief personnel officer of the department.

Oaths of office when required must be taken without expense to the United States. They may be taken before any officer having an official seal with authority to administer oaths either under United States statutes or local municipal law, and must be properly certified under the hand and seal of such officer. Oaths of office also may be taken before the chief clerk of the department or the chief clerk of any bureau or office thereof in Washington, D. C.

Forest guards and other field employees engaged for temporary or occasional service, receiving compensation from lump-sum appropriations, are not required

to take an oath of office. Where deemed administratively desirable such employees may, under bureau instructions, be required to subscribe to a declaration of their entry upon duty before a forest ranger or other commissioned employee of the Government.

The oath of office and, in the case of a person appointed from certification, the "declaration of appointee" (Civil Service Form 124), should be properly executed before the appointee enters upon duty. Persons receiving original appointment must also fill out a personal-statement sheet. These documents must be carefully reviewed by the bureau officials at the time of their execution and, when practicable, the identification of the person reporting for duty should be fully established, either by means of the photograph attached to the examination papers or otherwise. Special attention should be given to the "declaration of appointee," in order to insure strict compliance with the provision of the law requiring that not more than two members of a family shall be appointed in the Government service.

When an oath of office is administered by a justice of the peace, his official capacity should be certified to by a clerk of a court of record of the county in which the justice of the peace resides.

A postmaster, who is not also a notary public, is not authorized to administer oaths of office to employees of the department. (Laws 815, 816, 817, 859, 940.)

423. Reports on probationary appointees.—The character of the service performed by each probationary appointee shall be made a matter of appropriate record so that there may be no question as to the estimate placed upon his service by the official to whom he reports. Accordingly, a report relative to the service of each probationer shall be made in writing to the chief of the bureau concerned by the officer under whose immediate supervision the probationer

serves. This report, which should be countersigned by the chief of bureau, shall include the following information:

1. Name.
2. Title.
3. Salary.
4. Date of appointment.
5. Date of expiration of probationary period.
6. Place of employment.
7. Quality of service since appointment, together with a specific recommendation as to the probationer's fitness for absolute appointment.

8. Such other information as the bureau may prescribe in accordance with its administrative needs.

When the report is unsatisfactory, and it is desired that the services of the probationer be terminated, such report should accompany the recommendation of the chief of bureau for the separation of the probationer. This recommendation should be submitted to the office of the Secretary in ample time to permit of administrative approval and to insure that the notice of separation be received by the probationer before the probationary period has expired. The date of separation, while within the probationary period, should be subsequent to the Secretary's approval.

In all other cases the report should be forwarded to the office of the Secretary promptly at the end of the fifth month if the probationary appointment be for a six months' period, and promptly at the end of the eleventh month if the probationary appointment be for a period of one year. In computing length of service, only actual employment in a pay status should be counted; in other words, periods of furlough or leave without pay should be excluded. No letter of transmittal will be necessary if the report indicates satisfactory services, but in the event that other than satisfactory service has been rendered by the appointee

at any time during the period of probation, there should be a memorandum from the chief of bureau attached to the report directing specific attention to the probationer's unsatisfactory service and fully explaining why, in the face thereof, the bureau desires the appointment to become absolute.

After appropriate consideration in the office of the Secretary, the report prescribed herein will be filed with the probationer's record in the office of the chief personnel officer.

The provisions of this paragraph shall not interfere with any additional procedure that the chief of any bureau may consider advisable.

424. Field-Service Appointments Subject to Civil-Service Rules.—All appointments and other changes affecting the personnel of the field service of the department shall be made in accordance with these regulations and the civil-service rules, which require (1) authority from the Secretary, through the chief of bureau, without which no action whatever shall be taken affecting the employment of any person; (2) certification by the district or local civil-service secretary (by certificate, written approval, or indorsement of recommendation), except when otherwise authorized in certain classes of temporary appointments, and (3) recommendation, through the chief of bureau, to the Secretary for appointment. The method of recommendation will be indicated in the authorization or in instructions issued by the chief of bureau. No appointment requiring the approval of the Secretary shall be made effective, nor shall any person be permitted to enter upon the performance of his duties, until the recommendation for such action shall have been approved by the Secretary, except in very unusual circumstances where the delay would seriously interfere with the effective prosecution of the work of the department. In each such case the recommendation should set forth fully

the circumstances in connection with the appointment. (Laws 802, 803, 804, 810, 818, 819, 833, 840, 847, 863, 898, 941, 943, 965, 976, 983, 988, 1003, 1006.)

425. Correspondence Pertaining to Field Appointments.—No official correspondence shall be conducted with the civil-service district secretary or local secretary concerning appointments, certifications, and examinations except by a field officer duly authorized by the Secretary through the chief of bureau.

426. When Chief Personnel Officer Acts in Place of Bureau Field Officer.—If the services of an employee are required at temporary field headquarters, or where no authorized bureau field officer is stationed, requests for certification will be made upon the district secretary from the office of the chief personnel officer in Washington.

427. Vacancies in Permanent Field Force; Certifications.—When a vacancy in the permanent force occurs in a position included under the district system (paragraph 445) in the field service of the department, and the field officer is empowered to take such action (paragraph 425), a request for a certification of eligibles from which selection may be made must be prepared by the field officer and forwarded to the district secretary in whose district the person to be selected for appointment is to be employed. (See paragraph 457.) The request will indicate the bureau involved, and the designation and salary of the position to be filled; the place of employment; whether a male or female appointee is required; the number of vacancies, if more than one; and whether the position is filled by a temporary appointee (if so, by whom and under what authority). The name, official title, and address of the field officer to whom the certification is to be sent by the district secretary will also be designated.

428. Recommendation on Certification for Field Appointments.—When a selection from a civil-service certificate has been made in accordance with paragraphs 413 and 424, the field officer shall prepare in triplicate and forward without delay to the chief of bureau, through the district secretary, the recommendation for the appointment of the person selected, accompanied by the certificate in duplicate (Form 1844a-b) from which selection has been made. The third copy of the certificate (Form 1844c) should be retained in the files of either the field officer making the recommendation or such other employee as may be designated by the chief of bureau.

Recommendations must give the name as certified, State from which certified, place and date of birth, designation, salary, appropriation, date effective, place of assignment or headquarters, and the character, probable duration, and necessity for the appointment. Written declinations, if any, should be attached to the recommendation.

429. Nonselection from Certificates for Field Appointments.—If, for administrative reasons, or because of declination or disqualification for appointment, an appointment can not be made from a certification (Civil-Service Form 1844a), the certificate should be returned to the district secretary for cancellation, together with a complete report on Form 1844b, giving specifically the reasons for the nonselection, the examination papers being returned and any written declinations transmitted therewith. If desired, a further certification may be requested in the same manner as the original certification.

Disqualifications for appointment under the civil-service rules are set forth in paragraph 407.

430. Declination After Selection for Field Appointment.—If a written or oral declination is received from

a person whose appointment has already been recommended, a further recommendation for the revocation of the appointment should be made immediately and forwarded through the district secretary for indorsement, together with a request for a further certification. If, however, owing to changed conditions, the need for a further certification should not exist at the time the declination is received, the facts should be stated in returning the certificate to the district secretary.

431. Appointments to Unclassified Field Positions.—Regular vacancies in the unclassified positions of unskilled laborer, charwoman, etc., in the cities indicated in paragraph 432 must be filled from certificates issued by the district or local secretary whose district includes the city in which the person whose appointment is desired is to be employed, and the same procedure followed as in the case of persons to be recommended for appointment to classified positions. When vacancies in these positions occur in cities not named in the list indicated in paragraph 432, recommendation should be made to the secretary through the chief of bureau for appointment of local candidates without reference to these regulations.

All recommendations and requests for certifications for unclassified positions must state in full the actual duties to which the proposed appointee will be assigned. (See paragraph 445.)

432. Cities Where Labor Regulations are in Force.—Certifications to fill vacancies in the unclassified positions of laborer, charwoman, etc., occurring in the following cities should be obtained in the manner described in these regulations from the district or local civil-service secretary:

Allegheny, Pa.	Boston, Mass.
Atlanta, Ga.	Brooklyn, N. Y.
Baltimore, Md.	Buffalo, N. Y.

Chicago, Ill.	Newport News, Va.
Cincinnati, Ohio.	New York, N. Y.
Cleveland, Ohio.	Norfolk, Va., and vicinity.
Columbus, Ohio.	Oakland, Calif.
Covington, Ky.	Omaha, Nebr.
Dayton, Ohio.	Philadelphia, Pa.
Denver, Colo.	Pittsburgh, Pa.
Detroit, Mich.	Portland, Me.
Indianapolis, Ind.	Portland, Oreg.
Jeffersonville, Ind.	Providence, R. I.
Kansas City, Mo.	St. Louis, Mo.
Kansas City, Kans.	St. Paul, Minn.
Los Angeles, Calif.	San Antonio, Tex.
Louisville, Ky.	San Francisco, Calif.
Milwaukee, Wis.	Seattle, Wash.
Minneapolis, Minn.	So. Omaha, Nebr.
Newark, N. J.	Toledo, Ohio.
New Orleans, La.	Topeka, Kans.

433. Temporary Appointments; Restrictions.—

Chiefs of bureaus will see that the number of temporary appointments of clerks, stenographers, typewriters, and the like is reduced to the minimum. The need of temporary help from time to time is recognized, but where such temporary help is employed continuously for more than six months, the necessity for permanent help would appear to exist, and the employment of temporary assistants under such circumstances is an evasion of the civil-service law of apportionment.

434. Temporary Appointments, Competitive Service, in District of Columbia.—If the needs of the department require that a temporary appointment in the competitive service be made in the District of Columbia, pending the certification of eligibles for probational appointment, or for the performance of job service after the completion of which the service of a temporary appointee will no longer be required, or for duty pending the filling of a vacancy by transfer, rein-

statement, or other action involving the issuance of a certificate by the Civil Service Commission, a temporary appointment can be made either from a civil-service certificate or by the prior authority of the Civil Service Commission. Under no circumstances can a temporary appointment be made except upon such certificate or prior authorization.

In circumstances requiring the extension of a temporary appointment in the District of Columbia, therefore, it is imperative that a recommendation be made in sufficient time before the expiration of the original appointment to permit full consideration of each case by the Civil Service Commission.

Recommendations to the Secretary for a temporary certificate or authorization must state fully the necessity for the temporary assistance and, as nearly as possible, the total period of service. Any temporary appointment in the District of Columbia, which is limited by the Civil Service Commission to a specific date, will be terminated on the date of expiration, unless authority from the commission for the extension of such temporary appointment has been secured, or a recommendation from the bureau for its termination prior to the date of expiration has been received by the chief personnel officer.

No person shall be appointed temporarily unless he or she meets the requirements for entrance to the examination for the position. This applies to reappointments pending certification. A temporary appointment to a scientific, technical, or professional position requires the prospective appointee to file a Form 375 or 1312 showing he possesses the requisite qualifications for the position. For appointment in Washington, D. C., prior approval of the Civil Service Commission is required, but in the field service where there is urgent need for immediate employment an appointment may be made subject to the person em-

ployed filing within 30 days from entrance upon duty Form 375 or 1312 showing the requisite qualifications.

In recommending temporary appointments, or extensions thereof, the following information should be given:

1. Whether the person concerned has taken or applied for a civil-service examination which, in the opinion of the recommending officer, makes him eligible for the position to which his appointment has been made or proposed.
2. The title of the examination taken or applied for.
3. The place where the examination was or is to be taken.
4. Date of examination.
5. Average attained.

435. Temporary Laborers in District of Columbia.—The Civil Service Commission maintains a list of unskilled laborers available for immediate employment for short periods in the District of Columbia. Certifications from this list may be secured from the chief personnel officer in the usual manner. In urgent cases, where the immediate appointment of a laborer is required, the names of the eligibles will be secured by telephone before the receipt of a certificate. No temporary appointment from the register of eligibles shall continue for a period in excess of 30 days. Appointments of laborers which will extend beyond a period of 30 days must be made from certificates containing the names of persons eligible for regular or permanent appointment.

436. When Temporary Appointments May be Made Permanent.—The temporary appointment of a civil-service eligible does not affect his standing on the register for permanent employment, and his experience gained as a temporary appointee does not in any way vary the order of his standing for permanent appointment. Should the needs of the service require it a temporary appointment may be made permanent upon

the receipt of written authority from the Civil Service Commission, provided the temporary appointee is within reach for certification for permanent appointment at the time of his temporary appointment, or comes within reach during his temporary service.

437. Reports of Employment of Temporary Assistants and Laborers.—Officials will make a monthly report of the employment of temporary assistants and laborers outside of the District of Columbia, including a statement of the specific kind of work performed by each employee. Each monthly report will include all temporary assistants in classified competitive positions employed during the month under letters of authorization issued to officials in charge of field work. Temporary assistants in positions exempted from examination (forest guards, field assistants, cooks, rodmen, chainmen, etc.) and temporary laborers in unclassified positions, employed under letters of authorization issued to officials in charge of field work, may be reported monthly, semiannually (December 31 and June 30), or annually (June 30), in the form of a consolidated statement for each employee covering all employment within the period of the report. (See also paragraph 450.)

438. Lists of Eligibles for Temporary Appointment Under District System.—The civil-service district secretaries, with headquarters shown in paragraph 452 of these regulations, and the local civil service secretaries stationed at all post offices of the first and second class in the United States, maintain lists of persons available for temporary appointment, and it is important that field officials should apply to the proper district secretary or to the local secretary whenever temporary assistance is required in positions under the district system. At a city where there is no local secretary the list will be furnished to the field officials by the district secretary.

439. Procedure for Temporary Field Appointments.—In making selections and recommendations for temporary appointments from certificates and lists the same procedure as for regular appointments shall be followed. (See paragraphs 424 to 430, inclusive.)

440. Temporary Field Appointments When Eligibles are not Available.—If all the eligibles on the certificates or lists decline, or if there are no civil-service eligibles available, temporary appointment of any suitable person may be made for a period not to exceed three months, with the prior approval of the district secretary.

441. Termination of Service of Temporary Employee.—Should a temporary employee resign from the service, the resignation must be attached to the recommendation for its acceptance. If authorized by the chief of bureau, another certification may then be requested. The appointment of a temporary employee may be terminated if his services are no longer required, and it is impracticable for the employee to submit a resignation.

442. Appointments from "Incomplete" Certificates.—When less than three names are certified for probational appointment and it is decided not to make a probational appointment from such "incomplete" certification, one of the persons so certified must be selected and recommended for temporary appointment (see paragraphs. 438 to 440, inclusive) unless satisfactory reasons for otherwise filling the vacancy temporarily are given the district secretary on Civil Service Form 1844b.

The temporary appointment may continue until a certification of three eligibles is received by the field officer and for a period of not to exceed 30 days thereafter.

443. Temporary Appointments in Classified Positions for Job Service or During Absence of Permanent Employee.—When the services of a temporary assistant in a classified position are required for the performance of a specific job of work, or during the absence of a permanent employee, a temporary appointment may be recommended for a period not exceeding three months, which may be extended for an additional period not exceeding three months (see paragraphs 439 and 448). A request for a certification of eligibles must be transmitted to the district or local secretary, giving a statement of the nature of the duties and the full period for which it is contemplated the service will be required. Recommendation for appointment under the certificate or authorization received in response to such a request must be in accordance with these regulations (see paragraphs 424 and 428). No appointment may be made for a period in excess of that authorized by the district secretary.

A temporary appointment to a classified position for a period not exceeding 30 days may be recommended in the monthly lists (see paragraph 437), but report should be made in each case to the district secretary immediately when the person is employed.

444. Examinations for Permanent Positions Open to Temporary Employees.—If an examination is necessary before a position can be regularly filled, the temporary employee (if any) should be required to enter such examination.

445. Registers maintained by district secretaries.—The following positions in the field service of the department can be filled from registers maintained by the civil-service district secretaries:

Clerical	Subclerical	Unclassified	Miscellaneous
Clerk.	Messenger.	Unskilled la-	Mechanical
Forest clerk.	Messenger boy.	borer.	draftsman,
Stenographer	Watchman.	Charwoman.	Forest Service
and type-	Janitor.	Woodchopper.	at Madison,
writer.	Skilled laborer.	Guide.	Wis.
Stenographer.	Telephone oper-	Teamster.	Printer, Weather
Typewriter.	ator.	Packer (Forest	Bureau.
Minor clerk.	Repairman	Service).	Laboratory
Bookkeeper.	(W e a t h e r	(At cities where	helper.
Computer.	Bureau).	labor regula-	Lumber grader,
Blue printer.	Foreman.	tions are in	Forest Service,
Calculating ma-	Mechanical	force see par.	Madison, Wis.
chine opera-	trades.	432.)	Warehouse Fore-
tor.	Elevator con-		man, Forest
Mimeograph	ductor.		Service.
operator.	Apprentice.		Laboratory aid
Addressograph			and engineer,
operator.			Forest Service,
Graphotype			Madison,
operator.			Wis.
Multigraph op-			Copyist topog-
erator.			raphic drafts-
			man.
			Radio operator.

The chief personnel officer shall promptly notify the chiefs of bureaus of any changes in the foregoing list.

446. Appointments Pending Certification.—If a vacancy occurs in the permanent force and there is need for temporary assistance pending certification, appointment, and entrance upon duty of a person to be appointed thereto, a temporary appointment may be recommended (see paragraphs 424 and 439) for a period not to extend beyond 30 days after the receipt by the field official of a regular certification from a certificate issued by the district secretary, or, in the event that the district secretary has no temporary eligibles, from locally available lists maintained in post offices. If no eligibles are available from either source, appointment may be made of any available person when authorized by the district secretary.

447. Prior Approval for Extension of Temporary Appointments Required.—The prior approval of the district secretary is required for the extension of all temporary appointments. (Amended February 3, 1931.)

Paragraph 448 revoked February 3, 1931.

449. Extension of Temporary Appointments.—Recommendations for the extension of all temporary appointments must be forwarded through the district secretary to the chief of bureau. The necessity for extension and the period thereof must be indicated.

450. Temporary Appointments to Unclassified and Excepted Positions Without Certification.—Temporary

appointments may be made without civil-service certification to the following positions:

(1) Unclassified positions, such as unskilled laborers, farm teamsters, fire fighters, woodchoppers, char-women, guides, hunters, and the like, at places other than those named in paragraph 432.

(2) Positions excepted from examination, including forest guards, special meteorological observers, etc.

(3) Positions authorized by special civil-service regulations for the field season, such as rodman, flagman, stakeman, chainman, mechanic, and skilled labor engaged on construction work at places remote from the cities where there are local and district secretaries.

Such appointments should be reported directly to the chief of bureau monthly, semiannually (December 31 and June 30), or annually (June 30), as directed by the chief of bureau. The duties of unclassified laborers must always be described. (See also paragraph 437.)

451. Public Announcement of Examinations.—When examinations are announced for positions embraced under the district system, field officials are required to give publicity to such announcements, so far as practicable.

452. Civil-Service Districts.—Following is a list of the 13 civil-service districts, showing the headquarters of the district secretary and the territory included in each district:

District	Headquarters	Territory included in district
First.....	Post office, Boston, Mass.	Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut.
Second.....	Customhouse, New York, N.Y.	New York; and the counties of Bergen Essex, Hudson, Middlesex, Mon- mouth, Morris, Passaic, Sussex, and Union, in the State of New Jersey.
Third.....	Post office, Phila- delphia, Pa.	Pennsylvania, Delaware; and the counties of Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Hunterdon, Mercer, Ocean, Salem, Somerset, and War- ren in the State of New Jersey.

District	Headquarters	Territory included in district
Fourth.....	Office of Civil Service Commission, Washington, D. C.	Maryland, West Virginia, Virginia, North Carolina, and the District of Columbia.
Fifth.....	Post office, Atlanta, Ga.	South Carolina, Georgia, Alabama, Florida, Mississippi, and Tennessee.
Sixth.....	Post office, Cincinnati, Ohio.	Ohio, Indiana, and Kentucky.
Seventh....	Post office, Chicago, Ill.	Wisconsin, Michigan; and the counties of Boone, Bureau, Carroll, Cook, DeKalb, Dupage, Ford, Grundy, Henderson, Henry, Iroquois, Jo Daviess, Kane, Kankakee, Kendall, Knox, Lake, La Salle, Lee, Livingston, McHenry, Marshall, Mercer, Ogle, Peoria, Putnam, Rock Island, Stark, Stephenson, Warren, Whiteside, Will, Winnebago, and Woodford, in the State of Illinois.
Eighth.....	Post office, St. Paul, Minn.	Minnesota, North Dakota, South Dakota, Nebraska, and Iowa.
Ninth.....	Old customhouse, St. Louis, Mo.	Kansas, Missouri, Arkansas, Oklahoma; and the counties of Adams, Alexander, Bond, Brown, Calhoun, Cass, Champaign, Christian, Clark, Clay, Clinton, Coles, Crawford, Cumberland, Dewitt, Douglas, Edgar, Edwards, Effingham, Fayette, Franklin, Fulton, Gallatin, Greene, Hamilton, Hancock, Hardin, Jackson, Jasper, Jefferson, Jersey, Johnson, Lawrence, Logan, McDonough, McLean, Macon, Macoupin, Madison, Marion, Mason, Massac, Menard, Monroe, Montgomery, Morgan, Moultrie, Perry, Piatt, Pike, Pope, Pulaski, Randolph, Richland, St. Clair, Saline, Sangamon, Schuyler, Scott, Shelby, Tazewell, Union, Vermilion, Wabash, Washington, Wayne, White, and Williamson in the State of Illinois.
Tenth.....	Customhouse, New Orleans, La.	Louisiana and Texas.
Eleventh...	Post office, Seattle, Wash.	Washington, Oregon, Idaho, and Montana.
Twelfth....	Post office, San Francisco, Calif.	California, Nevada, and Arizona.
Thirteenth.	Post office, Denver, Colo.	Colorado, New Mexico, Utah, and Wyoming (including the Yellowstone National Park).

The commission is represented in Alaska by the secretary, board of civil service examiners, office of United States surveyor general, Juneau; in Hawaii, by the secretary, board of civil service examiners, custom-house, Honolulu; in Porto Rico, by the chairman, Porto Rican civil service commission, San Juan; in the Canal Zone, by the secretary, board of civil service examiners, Balboa Heights; in the Philippine Islands, by the director of civil service, Manila.

453. Temporary Field Appointments not Under District System.—Temporary appointments to positions in the field not under the district system may be made without prior authority of the Civil Service Commission as follows:

(1) For a period not exceeding 30 days (60 days in the Forest Service) from the receipt of a certification for probational appointment.

(2) For a period not exceeding 30 days for job service in which temporary job employments for periods not to exceed three months are permissible under express authority granted by the Civil Service Commission. Temporary appointments for job employments in the Forest Service may be made for periods not exceeding three months.

Subparagraph (3) revoked February 3, 1931.

454. Authority for Temporary Appointments and Extensions.—Prior authority of the Civil Service Commission is required for the following:

(1) Any temporary appointments which will exceed 30 days' duration, except as provided in paragraph 453.

(2) The extension of any temporary appointment.

Authority for extension of temporary appointments should be requested in ample time for prior approval by the commission. Requests should show the necessity for the extension and name a definite date when the work will be completed. (Amended February 3, 1931.)

455. Recommendations for Temporary Appointments.—When field officials are authorized to recom-

mend temporary appointments to positions not under the district system, such recommendations shall be forwarded direct to the chief of bureau.

456. Appointments to be Filled From Civil Service Certificates.—Appointments to positions not under the district system must be filled from certificates issued by the Civil Service Commission in Washington, upon requests prepared in the office of the chief personnel officer.

457. Employment Under Letters of Authorization.—Where the salary involved is at a rate not in excess of \$540 per annum (\$45 per month or \$1.50 per day) employment outside of Washington, D. C., under letter of authorization may be indefinite as to duration.

Where the salary involved is at a rate in excess of \$540 per annum, employment outside of Washington, D. C., under letter of authorization must not exceed 30 days in any one period of 12 months. If employment for a longer period is necessary, a regular appointment must issue and specific authority of the Civil Service Commission must be obtained for the extension. (See paragraphs 439 and 445 to 456, inclusive.)

Reports of employment under letters of authorization shall be made in accordance with paragraph 437. (Amended January 31, 1921.)

458. Transfers, Intradepartmental.—Recommendation may be made for the transfer of an employee from one bureau to another bureau within the department, except to a position for which a different or higher grade of examination is required. Transfers involving a change of civil-service status can be made only when properly authorized by the Civil Service Commission. Recommendations for the transfer of employees from the nonapportioned service to the apportioned service in the District of Columbia must be accompanied by a statement setting forth the reasons therefor. When an employee has been serving in the field and it is desired to assign him permanently to the District of

Columbia, the approval of the Civil Service Commission must be secured before the transfer can be effected.

An employee transferred from a nonapportioned to an apportioned position shall be required, previous to his transfer, to prove legal residence in the same manner as for original appointment. An employee of proved legal residence before appointment in the non-apportioned service, who has been continuously in the Government service since his appointment, and still claims legal residence in the State from which he was appointed, however, will not, in the event of his transfer to the apportioned service, be required to sign another certificate to prove legal residence, but will be charged to the State from which originally appointed. Recommendation for transfer of an employee from the field service to the District of Columbia must be submitted to the Secretary in ample time to secure the authority of the Civil Service Commission prior to the transfer.

In no case will the question of a transfer be taken up by one bureau with an employee of another bureau, or with anyone making request on behalf of such employee, until the assent of the chief of the other bureau has first been obtained. No transfer will be made unless the recommendation therefor shows the concurrence of the bureau from which the transfer is proposed to be made and contains a statement of reasons clearly showing the necessity for the transfer. (See paragraph 415.)

459. Transfers, Interdepartmental.—Every request upon the head of another department for the approval of the transfer of an employee to the Department of Agriculture shall be made by the chief personnel officer upon recommendation of the chief of bureau approved by the Secretary. Preliminary information concerning the desirability of a proposed transfer should be secured by a chief of bureau from the appropriate bureau head of another department and should be

included in the recommendation submitted to the Secretary. Each recommendation for an interdepartmental transfer should clearly set forth all the facts which render such a transfer desirable or necessary. (See paragraph 458.)

460. Details from One Organization to Another.—Details of employees from one branch to another within the department are by law restricted to the following classes: (1) From or to the office of the Secretary; (2) law clerks for service in or out of Washington; (3) from the library, and in cases of employees engaged in bureau library work, to the library, for temporary service; (4) from or to the Division of Accounts and Disbursements for accounting and disbursing work in or out of Washington. Details to other departments are limited to details to the White House, including the Budget and coordinating agencies; details as members of boards of United States civil-service examiners outside of the immediate offices of the district secretaries; the Federal Power Commission; and the Personnel Classification Board. All details for a period in excess of three days will be evidenced in writing by the presentation of formal personnel recommendations, and all matters concerning proposed details and recommendations for the same should be referred to the director of personnel and business administration with full showing in each case of the necessity for the assignment. (Laws 803, 847, 872, 890, 898, 926, 927, 933, 964, 991.1, 1001, 1003.) (Amended; effective March 15, 1926.)

461. Efficiency Reports and Register.—There shall be in each bureau a board of review on efficiency appointed by the Secretary, consisting of not less than

three nor more than five members, to consider the semiannual efficiency reports and other pertinent facts and determine the relative standing on the efficiency register of all clerks and employees below the grade of clerk.

The term of service of the chairman of each committee shall be indeterminate, but the other members shall serve for a term of one year. No person shall be eligible for reappointment on any committee within one year from the termination of his (or her) last period of service. On or before April 1 and October 1 the chief of each bureau shall submit to the Secretary the names of representatives to take the places of the members whose terms expire, together with a full statement regarding the qualifications of each representative nominated for service on the committee.

Until further order, the rating of individual employees and the preparation of the efficiency register which will determine the order of promotions will be governed by the terms of Secretary's memorandum No. 464 of November 30, 1923.

462. Promotion of Clerical and Subclerical Employees.—As a rule, vacancies in clerical positions will be filled by the promotion of clerks of lower grade; they will be filled by original appointment, transfer, or reinstatement only when the requisite qualifications are not to be found in clerks who would otherwise be eligible for promotion.

A recommendation for the promotion of a clerical or subclerical employee in the classified service will be considered by a chief of bureau only when made by the official under whose supervision or control such employee is serving. No employee shall be promoted during probation unless the approval of the Civil Service Commission has previously been obtained. (Paragraph amended; effective March 28, 1925.)

463. Promotion of Scientific Employees.—A committee shall be established in each scientific bureau to consider, at the beginning of each fiscal and calendar year, and at other intervals in exceptional and urgent cases, all recommendations for the promotion of scientific employees made by heads of subordinate offices, and also to consider the cases of all other scientific employees. Each bureau will maintain such records as will enable the committee to act intelligently.

A separate recommendation to the Secretary should be made in the case of each scientific employee suggested for promotion, using the form provided for that purpose, known as "Promotion—Scientific." This form calls for the following information:

Name.

State.

Salary { present.
 proposed.

Date effective.

Designation { present.
 proposed.

Classification { present.
 proposed.

Appropriation.

Date of appointment in the department.

Report in { person.
 writing.

Record of previous promotions, giving dates and amounts.

Nature of duties.

Education, training, and experience.

Cooperative or outside employment, if any.

Specific reasons for promotion.

List of publications prepared by employee.

On the left-hand margin, at about the center of the page, the amount of the promotion recommended and the length of time since the employee was last promoted should be indicated. For example:

\$240.

1 year 6 months.

(Laws 1003, 1006.)

464. Suspension During Investigation.—No recommendation of suspension of duty pending investigation should be submitted without a showing that the retention of the employee in a duty status would be detrimental to discipline or prejudicial to the investigation. The term of suspension shall not exceed three months, subject, with the prior consent of the Civil Service Commission, to extension for a further three months. No appropriation for the department may be used to pay compensation for a period of suspension, and the reduction of annual leave applicable to leave without pay, paragraph 524, shall be made with respect to the term of suspension. (Amended; effective April 10, 1931.)

465. Removal or Reduction.—No person in the classified civil service in the department shall be removed therefrom except for such cause as will promote the efficiency of said service and for reasons given in writing, and the person whose removal is sought shall have notice of the same and of any charges preferred against him, and be furnished with a copy thereof, and also be allowed a reasonable time for personally answering the same in writing; and affidavits in support thereof; but no examination of witnesses nor any trial or hearing shall be required except in the discretion of

the Secretary; and copies of charges, notice of hearing, answer, reasons for removal, and of the order of removal shall be made a part of the records of the office of the Secretary, as shall also the reasons for reduction in rank or compensation; and copies of the same shall be furnished to the person affected upon request, and the Civil Service Commission also shall, upon request, be furnished copies of the same.

Preferment of formal charges and opportunity to answer same are not required in connection with the termination of the appointment of a probationer while still serving his probationary period. If and when, during the probationary period, after full and fair trial, the conduct or capacity of the probationer be not satisfactory to the Secretary, the probationer shall be so notified in writing with a full statement of reasons and this notice shall terminate his services. Action to accomplish the termination of the probationary appointment, however, must conform to the following principles:

- (a) The bureau recommendation must be approved by the Secretary.
- (b) The Secretary's action must be taken during the continuance of the probationary period.
- (c) The appointee must be notified in writing, with a full statement of reasons, that the Secretary has approved the termination of his services.
- (d) The notice required by (c) must be given after approval by the Secretary, and prior to the expiration of the probationary period.
- (e) The action must be made effective as of the date upon which notice is given the probationer, or as of some later date, which must be specified in the notice, within the probationary period.
- (f) Retention in the service beyond the probationary period confirms absolute appointment, and thereafter removal may be affected only as in the case of persons in the classified civil service.

The probationer may be advised by a bureau official that his services have been unsatisfactory and that it is the intention to recommend that his probationary appointment be terminated, but this advice can only be considered as preliminary and will be without effect unless the Secretary later approves the recommendation and terminates the appointment. (Law 941.)s

466. Misconduct; Bureau Reprimand.—Official misconduct on the part of an officer or employee which, in the opinion of the chief of the bureau concerned, merits no administrative action other than a bureau reprimand, shall be dealt with directly by the bureau involved. In such case the reprimand shall be made a matter of record in the bureau for consideration in connection with efficiency ratings or subsequent discipline for further misconduct. A copy of the reprimand shall also be forwarded to the office of the Secretary.

467. Misconduct Involving Action by Secretary.—Official misconduct on the part of an employee which, in the opinion of the chief of the bureau concerned, merits disciplinary action by the Secretary, shall, after careful investigation by the bureau, be reported to the Secretary, accompanied by all papers in the case and a recommendation of the action to be taken. If the bureau has not adequate facilities for properly investigating such cases, all papers pertaining thereto shall be transmitted to the office of the Secretary with the request that the matter be investigated. The report of the investigation shall be referred to the bureau for consideration and recommendation before action is taken thereon. If the facts in any case warrant the filing of charges or other disciplinary action, the necessary papers shall be prepared at the direction of the Secretary and transmitted to the employee in ques-

tion through the chief of the bureau concerned. When the answer to the charges has been received, the entire record shall be reviewed and appropriate action taken by the Secretary.

468. Appointment Terminated Without Prejudice; Reinstatement.—When an employee has been absent for more than 15 days without permission and the bureau has been unable to get into communication with him, he will, without a showing from him, be considered to have abandoned his position and his appointment may be forthwith terminated without prejudice. Every recommendation for such termination of appointment must show what effort the bureau has made to communicate with the employee.

An employee whose appointment has been terminated under the provisions of this paragraph will be eligible for reinstatement as set forth in paragraph 470.

469. Preference to Ex-Service Men in Making Reduction of Force.—When it becomes necessary to reduce the number of employees on account of insufficient funds or for other reasons, the resulting demotions, furloughs and dismissals shall be made in order beginning with the employees having the lowest ratings in each class, but no honorably discharged soldier, sailor or marine whose record is good or whose efficiency rating is equal to that of any employee in competition with him shall be discharged or dropped, furloughed or reduced in rank or salary. (Amended; effective February 20, 1930.)

470. Reinstate ment of Classified Employees.—A person separated without delinquency or misconduct from a competitive position, or from a position which he entered by transfer or promotion from a competitive position, may be reinstated in the department or office in which he served at the time of his separation, upon

certificate of the Civil Service Commission, subject to the following limitations: Ordinarily a person may be reinstated only in the department or independent Government establishment from which he was separated and upon requisition made within one year from the date of his separation. When the commission and the appointing officer are in agreement that the public interest requires such unusual action the commission may allow reinstatement in any part of the classified service and it may also authorize waiver of the one-year limit under the following time limitations: Two years where service has been two years but less than three years; three years where service has been three years but less than four years; four years where service has been four years but less than five years; and without time limit where service has been five years or more; Provided, that the applicant for reinstatement who has been separated more than five years is otherwise eligible as set forth under the conditions of the Executive Order of June 2, 1920; and, Provided further, that he can qualify under an appropriate noncompetitive examination. Persons honorably released from the active military or naval service of the United States after service in the Civil War, or the war with Spain, or the war with Germany, or their widows, or any Army nurse of any of the said wars, or the wife of an honorably released totally disabled veteran of such wars may be reinstated within five years from the date of separation. When the Commission and the appointing officer are in agreement that the public interest requires such action reinstatement may be made without time limit. A former classified employee retired on annuity under the act of July 3, 1926, by reason of total disability, who is eligible for reinstatement in his former depart-

ment or office by reason of recovery and termination of annuity, is also eligible for reinstatement to an appropriate position in any part of the service, subject to the conditions and limitations of the civil service rules. No person may be reinstated to a position requiring an examination different from that required for the position from which he was separated without passing an appropriate examination.

In requesting the reinstatement of an employee in a bureau other than the one from which he was separated, the recommendation of the chief of the bureau where the employee was last employed is required. (Amended; effective August 19, 1929.)

471. Reinstatements Necessitating Waiver of the One-Year Reinstatement Rule.—Recommendations for reinstatement should include the following information:

Group A. A certificate of medical examination is required in all cases; such examination to be by a physician in the Government service, or, if that be impracticable, by a non-Government physician in good standing.

Military or naval record.

Members of family in civil service including names, degree of relationship, and where employed.

Department and bureau or office where last employed. Position, grade and salary received by him at separation and last date of actual service.

Class of work for which considered especially efficient.

Nature of employment since leaving service.

Particular need that can be filled which can not just as well be filled by promotion or appointment from a register.

Any reason in favor of the reinstatement not covered by above.

Group B. Number of days sick leave taken during last year of employment and number of occasions when such leave was taken.

Last efficiency rating.

Reason for leaving the service.

The information required by Groups A and B should be furnished in connection with all reinstatements of employees who were last employed in the Department of Agriculture, but only the information covered by Group A is required in connection with recommendations for reinstatement of employees who last served in other departments.

(Amended; effective August 19, 1929.)

472. Reinstatement of Unclassified Employees.—

A person separated without delinquency or misconduct from an unclassified position may be reinstated to a similar position under any department or independent establishment subject to physical examination and to the following limitations:

(a) Ordinarily an unclassified laborer may be reinstated only upon certificate of the Commission and upon requisition made within one year from the date of separation: *Provided*, that the Commission may authorize waiver of the one year limit herein described in cases when in its opinion the circumstances are unusual, urgent or in the interest of the public service under the following time limitations: Two years where service has been two years but less than three years; three years where service has been three years but less than four years; four years where service has been four years but less than five years, and five years where service has been five years or more.

(b) A person honorably released from the active military or naval service of the United States after

service in the Civil War, war with Spain, or War with Germany, or his widow, or any Army nurse of any war, may be reinstated, if physically qualified, within five years from the date of separation from an unclassified position; or, if a person served in the war with Germany he may be reinstated within five years from the date of his honorable discharge from the military or naval service.

(c) The widow of a veteran of the war with Germany formerly in the unclassified service, who was the wife of such veteran while he was in the military service, may be reinstated within five years from the date of cessation of her husband's military service by death or otherwise without discredit. (Amended; effective August 19, 1929.)

473. Interpretation of Civil-Service Rules.—Matters directly involving the civil-service rules and regulations, not specifically covered by these regulations—i. e., questions involving interpretation of and changes in the rules, matters pertaining to positions not included in the district system, and the like—shall be referred, through the chief of bureau, to the chief personnel officer for attention.

474. Aiding Others to Pass Civil-Service Examinations.—Under penalty of removal from the public service, employees are prohibited from giving instruction to or being concerned in any manner, directly or indirectly, in the instruction of persons or classes of persons preparing for civil-service examinations, either privately or in schools or institutions claiming to give instruction along the lines of civil-service examinations. Employees are also prohibited from being concerned financially or otherwise in such schools or institutions. (See paragraph 661.)

This paragraph does not apply to the utilization of the facilities of the department and the services of its officers and employees where such facilities or services may be necessary or useful in carrying out the duties imposed by law, in the training and testing of disabled soldiers, sailors, and marines.

475. Special Examinations.—If the needs of the service require that a special examination be held to secure persons with qualifications not possessed by eligibles on the existing civil-service registers, a recommendation should be made to the Secretary stating fully the necessity for such examination, the subjects and weights on a percentage basis, the title of the position, salary, age limits, headquarters, etc. If the recommendation is approved by the Secretary, a formal request on the Civil Service Commission will be made.

476. State and Territorial Positions.—With the approval of the Secretary, employees of the department may hold State and Territorial positions, and State and Territorial employees, unless prohibited by law, may receive appointments under the department, when in either case the Secretary deems such employment necessary to secure a more efficient administration of the duties of the department. (Executive order of June 26, 1907.)

477. Given Names to be Written in Full.—Given names must be written in full in all personal statement sheets, address cards, and other personnel records of the department. In the case of a married woman her own given name and not that of her husband must be used.

478. Mechanics and Laborers Limited to Eight-hour Day.—Except as otherwise specifically authorized by law, employees of the department who employ, direct, or control any laborers or mechanics paid by the

Government, or who supervise contract work for the Government on which laborers or mechanics are employed, shall not require nor permit any laborer or mechanic to work over eight hours in any one calendar day except in case of extraordinary emergency. An extraordinary emergency, under this paragraph, is understood to mean one in which overtime work is necessary in order to meet quickly some unusual exigency unexpectedly arising and calling for prompt action. (Laws 837, 860, 930, 979.)

479. Duties and Assignments of Unskilled Laborers.—The civil-service rules regarding the employment of unskilled laborers require that no unskilled laborer, whether serving under formal appointment or under letter of authorization, shall be assigned to a position the principal duties of which are of a classified nature, such as:

Duties which require educational qualifications.

Duties of watchman, messenger, or similar position.

Duties pertaining to the mechanical trades or other similar skilled occupations.

Supervisory duties.

Duties requiring dexterity or skill not likely to be possessed by the ordinary day laborer.

The Executive order of April 21, 1909, provides that:

"Unclassified laborers may be assigned to classified work incidentally, but not as a part of their main work, in cases where such work can not be conveniently and economically done by classified employees, but never without the prior consent of the commission, obtained before such assignment, and with a view to the doing of the particular classified work in question by unclassified employees."

Cases falling within the provisions of this Executive order should be taken up with the chief personnel officer of the department by the chief of the bureau proposing to make the assignment in question.

Chiefs of bureaus should issue the necessary instructions, especially to field officials who are authorized to employ temporary assistants outside of Washington, D. C., to insure the assignment of all persons appointed as unskilled laborers to work appropriate to their grade, and to prevent any possibility of their assignment to work of a classified nature, except as provided in the Executive order of April 21, 1909, quoted above.

LEAVE OF ABSENCE

GENERAL

480. Leave of Absence Not a Legal Right.—Leave of absence may be granted in accordance with these regulations only when such leave can be taken without detriment to the service. Leave of absence is a privilege and not a legal right. (Laws 877, 879, 881, 908, 952, 987.)

481. Interpretation of Regulations.—All questions pertaining to leaves of absence shall be submitted to the director of personnel and business administration for decision. (Amended; effective November 10, 1925.)

482. Leave Confined to Current Calendar Year.—Except as provided in paragraph 484, leave of absence is not cumulative. The unused leave of one calendar year may not be taken in a subsequent year. Leave may not be granted to be used in one year and charged to a subsequent year.

483. Leave Revocable.—Leave of absence may be revoked at any time and the employee required to return to duty without expense to the department should the exigencies of the service require such action.

484. Authority to Grant Leave.—The chief of each bureau is authorized to grant to employees with headquarters in the District of Columbia annual leave with pay not exceeding 30 days in each calendar year, and extension of leave on account of sickness not exceeding 30 days, and to employees with headquarters outside

of the district of Columbia annual leave with pay not exceeding 15 days in each calendar year and extension of leave on account of sickness not exceeding 15 days. He may, in his discretion, delegate this authority to responsible officers of his bureau.

An employee may not be granted annual or sick leave at the beginning of the leave year immediately following an absence in a nonpay status in the preceding year unless and until there has been a return to duty. Employees of the department assigned to permanent duty in Alaska, Hawaii, Porto Rico, Guam, and the Virgin Islands may, in the discretion of the Secretary, without additional expense to the Government, be granted leave of absence not to exceed 30 days in any one year, which leave may, in exceptional and meritorious cases, where an employee is ill, be extended, in the discretion of the Secretary, not to exceed 30 days additional in any one year: *Provided*, That if any employee of the agricultural experiment stations of the United States in Alaska, Hawaii, Porto Rico, Guam, or the Virgin Islands shall elect to postpone the taking of any or all of the annual leave to which he may be entitled during any calendar year, he may, subject to the interest of the public service, in addition to any annual leave which may be properly granted him by reason of his service during the current calendar year be allowed to take at one time unused annual leave which may have accumulated within not to exceed three calendar years immediately preceding the current calendar year and be paid while taking such accumulated leave at the average rate or rates of his salary separately computed by years for each of the several elapsed calendar years.

Officers of the Foreign Agricultural Service as defined in section 2 (a) of the act of June 5, 1930, Public No. 304, Seventy-first Congress, may be granted 30 days annual leave, without extensions on

account of sickness, but accumulative for three years; that is to say, the maximum leave which may be taken in any one calendar year is 90 days. The rate of pay for periods of accumulative leave will be that prevailing at the time of taking.

Regular field employees transferred for service in the District of Columbia may be granted leave of absence at the rate of one and one-quarter days per month until date of transfer, and two and one-half days per month while employed in the District of Columbia. Field employees serving temporarily in the District of Columbia will not be granted leave in excess of 15 days annual and 15 days sick in any one year. (Laws 877, 879, 881, 908, 952, 987). (Amended effective Dec. 26, 1930.)

485. Applications for leave.—Applications for leave of absence shall be made upon printed forms applicable to all bureaus.

Each application shall specify the beginning and ending of the period for which leave is desired, bear the signature of the applicant, and exhibit the approval of the official in charge of the division or office in which the applicant is serving. Bureau chiefs may also require the approval of applications by the chief or chief clerk of the bureau. All previous absences of the applicant during the current calendar year will be indicated on the blank by the time clerk of the bureau.

Except as provided in paragraph 514, when the application for leave is on account of sickness for a period of two days or less, and is not accompanied by a certificate of an attending physician, the certificate on the back of the form must be executed by the applicant and sworn to before a notary public; if the application is for leave on account of sickness for a period exceeding two days, the certificate of the attending physician on the back of the form must be secured, in which case certificate of notary is not required.

486. New Employees.—Regular employees who have been in the service of the department for less than a year, including those reinstated, may be granted annual and sick leave of absence at the rate of $2\frac{1}{2}$ days per month for employees in the District of Columbia (subject to the limitations of paragraph 484 of these regulations) and $1\frac{1}{4}$ days per month for employees outside of the District of Columbia, for the remainder of the current calendar year, and thereafter they will be entitled to full leave privileges.

Employees transferred from other departments, or from one bureau or office to another within the department, may be allowed the unused portion of leave which accrued in the other department or bureau upon certificates obtained from the department or bureau from which the transfer is made showing the amount of leave unused at the time of transfer. (Paragraph amended, effective November 15, 1926.)

487. Temporary Employees.—Temporary employees will not be allowed annual or sick leave. Temporary employees receiving permanent appointment may be allowed leave with pay or reimbursement for leave charged without pay for prior temporary service within the calendar year. (Paragraph amended; effective November 15, 1926.)

488. Per Diem Employees.—Temporary per diem employees shall not be granted leave with pay. However, if the per diem rate is simply a measure of salary and such employees are regularly and continuously employed without limitation, they are entitled to leave the same as employees whose salaries are on an annual or monthly basis.

489. Military Leave.—Employees of the department who are members of the National Guard are entitled to leave of absence from their respective duties without loss of pay, time, or efficiency rating, on all

days during which they shall be engaged in field or coast-defense training ordered or authorized under the provisions of section 80 of the national defense act of June 3, 1916. Such employees, however, are not entitled to leave with pay while they are on active military duty under order of the governor of a State in connection with the suppression of strikes and riots. Employees of the department who are members of the District of Columbia National Guard are also entitled to leave of absence without loss of pay or time on all days of any parade or encampment ordered by the commanding general.

Section 92 of the national defense act of June 3, 1916, provides that "each company, troop, battery and detachment in the National Guard shall * * * participate in encampments, maneuvers, or other exercises, including outdoor target practice, at least fifteen days in training each year. * * *" The provisions of section 80 indicated in the first section of this paragraph apply to the 15-day period prescribed in section 92 of the act.

Members of the Fleet Naval Reserve ordered out in connection with maneuvers are not entitled to leave without charge, but, to cover such absence from this department, may be (1) granted annual leave with pay within legal limitations, i. e., 30 days in Washington and 15 days in the field, subject to the statutory restriction limiting the combined pay from the department and the Naval Reserve to a rate not exceeding \$2,000 per annum, or (2) granted leave without pay.

The Army appropriation act of May 12, 1917 (40 Stat. 72), provides that all employees of the United States or of the District of Columbia who shall be members of the Officers' Reserve Corps shall be entitled to leave of absence from their respective duties, without loss of pay, time, or efficiency rating, on all days during which they shall be ordered to duty

with troops or at field exercises, or for instruction, for periods not to exceed 15 days in any one calendar year.

An employee who has had 15 days' military leave as a member of the Officers' Reserve Corps is not entitled to receive his civilian salary, with annual leave, while performing a second period of military service in the same calendar year if the annual rates of the civilian salary and military pay for such second period of military service exceed \$2,000 in the aggregate.

The provisions of section 80 of the national defense act of June 3, 1916, and of the Army appropriation act of May 12, 1917, and of section 36 of the act of February 28, 1925, above cited, do not apply, so far as concerns the exception "without loss of pay, time, or efficiency rating" to temporary employees. (Paragraph amended, effective Nov. 15, 1926.) (Laws 856, 884, 967, 980.)

490. Leave Which May be Allowed on Separation From the Service.—On separation from the department by resignation, transfer, or other termination of appointment without prejudice, employees may be granted accrued leave at the rate of $2\frac{1}{2}$ days for each month of service since the first of the calendar year for employees in the District of Columbia and $1\frac{1}{4}$ days for employees outside of the District of Columbia, except in such field offices as enjoy equal privileges under the law with employees in the District of Columbia: *Provided, however,* That all unused leave with pay allowable by law or regulation will be granted to employees about to retire under the act of May 22, 1920.

Whether employees dismissed from the service for cause shall be allowed accrued leave is a matter to be determined by the Secretary, upon the recommendation of the chief of bureau concerned, according to the circumstances in each case. (Laws 989, 996, 997, 999, 1000.)

491. Sundays and Holidays.—In the adjustment of leave records the following principles will be applied to Sundays or holidays for the whole or part of a day, or both:

- (a) When such days occur within a period of leave they will be counted as leave unless the period is one of annual leave.
- (b) When such days occur at the conclusion of a period of annual or sick leave they will not be counted as leave if the employee returns to duty on the day following the Sunday or holiday;
- (c) When such days occur at the conclusion of a period of annual leave they will not be counted as leave if the employee, instead of returning to duty on the day following, immediately enters upon a period of sick leave.
- (d) When such days occur at the conclusion of a period of annual or sick leave they will be counted as leave without pay if the employee, instead of returning to duty the day following the Sunday or holiday, immediately enters upon a period of leave without pay.
- (e) Sundays or holidays will be counted as leave without pay at the conclusion of an indefinite period of leave without pay, or absence without permission charged as leave without pay, as under such circumstances an employee can not be restored to a pay status prior to his actual return to duty. If, however, leave without pay granted for a definite period expires with the day before a Sunday or holiday, the Sunday or holiday will not be charged as leave if the employee returns to duty on the day following the Sunday or holiday. (Laws 814, 846, 862, 881.)

492. State or Local Holidays.—At field headquarters where the permanent force consists of two or more employees, the supervising official may excuse such employees from duty on any State or local holiday which prevents the transaction of official business with

the public if the condition of work is such that employees may be spared without detriment to the service otherwise. Days on which employees are excused from duty as provided by this paragraph will not be counted in the annual leave of employees who may be absent on annual leave extending over such holidays, but will be counted in periods of sick leave or leave without pay.

493. Per Diem Employees Excused on Holidays.—Temporary per diem employees when excused from work on a legal holiday must perform service the day before and the day following such holiday in order to be entitled to pay for the holiday. Permanent per diem employees may be excused from work on any legal holiday, and receive compensation therefor if in a duty status or on granted leave with pay through such holiday. (Laws 814, 846, 852, 853, 862.)

494. Saturdays.—Saturdays will be charged as four hours in annual leave but as a whole day in sick leave and leave without pay. (Amended; effective March 5, 1931.)

495. Office Hours in the District of Columbia.—In the District of Columbia the hours of duty, unless otherwise specially ordered, shall begin at 9 a. m. and end at 4.30 p. m. with one-half hour for luncheon between 11.30 a. m. and 1.30 p. m., to be designated in the different bureaus by the respective chiefs. On Saturdays four hours shall constitute a day's work and the office hours unless otherwise directed will be from 9 a. m. to 1 p. m. without a lunch period. All employees will be required strictly to observe the office hours. (Amended; effective March 5, 1931.)

496. Hours of Duty for Mechanics in the District of Columbia.—Mechanics in the department in the District of Columbia shall work not less than seven and one-half hours nor more than eight hours per day, exclusive of one-half hour for luncheon, on all week days except Saturday, when the work day shall consist of four hours exclusive of lunch time. The

450-3R ADMINISTRATIVE REGULATIONS

mechanical superintendent will arrange the hours for beginning and ending the day's work in the mechanical shops. Chiefs of bureaus in which mechanics not under the direction of the mechanical superintendent are employed will fix the time of beginning and ending of the day's work of such mechanics to suit the best interests of the bureau. (Amended; effective March 5, 1931.)

497. Office Hours in the Field.—Hours of duty in the field will be fixed by bureau chiefs with due regard to the requirements of the public business but otherwise in general conformance with the regulations (paragraphs 495 and 496) governing hours of duty in the District of Columbia.

498. Records to be Kept in Bureaus; Time Clerks.—Uniform leave records shall be kept in the several bureaus of the department by time clerks designated for the purpose. A separate card record shall be maintained for each employee showing the date he reported for duty, and the amount of leave (annual, sick, and without pay) granted by days, months, and totals.

499. Consolidated Record of Leave of Absence of Employees.—A consolidated leave record for the entire department will be maintained in the office of personnel. This record will show as to each employee, the bureau in which employed, the date of appointment, and the total amount of annual leave, sick leave, and leave without pay, taken during each preceding calendar year.

Each bureau will forward to the office of personnel not later than January 31 of each year, a statement showing the total amount of annual leave, sick leave, and leave without pay, taken by each employee during the preceding calendar year.

This report may be made either in the form of a list or table, or the leave cards of all employees may be forwarded to the chief personnel officer for the compilation of his record, and will be returned by him when the same is completed.

500. Preservation of Leave Records.—The leave records of each bureau should be maintained in such shape that the complete leave record of each employee for the current calendar year can be delivered to the chief personnel officer at any time, should it be required, before the succeeding January 31.

All leave applications must be preserved for a period of three years, at the end of which time they may be disposed of as waste paper or retained, if so desired.

501. Inspection of Leave Records.—All leave records shall be kept up to date and shall be accessible at all times for inspection by the chief clerk of the department and the office of inspection. The chief clerk of the department may also require periodical or special reports.

502. Leave Records of Detailed Employees.—The current official leave record of detailed employees should be kept in the bureau to which detailed, the time clerk of such bureau being instructed to advise the bureau from which detail is made when leave without pay is taken.

When an employee is detailed to more than one bureau during the calendar year, his leave record should accompany him on each detail. The bureau in which such employee is serving at the end of the calendar year shall transmit his entire leave record for the year to the chief personnel officer. (See paragraph 499.)

ANNUAL LEAVE

503. Application in Advance.—Application must be made in advance of the date of the beginning of the leave on the blank form provided therefor by the department, and no applicant for annual leave will be permitted to be absent from duty until he has received

notification that the leave has been granted, except that chiefs of bureaus may authorize responsible officers in charge of field stations to take annual leave, not exceeding five days at one time, without approval of their application in advance by superior authority.

504. Distribution of Leave.—In no case shall administrative officers recommend or approve the granting of annual leave when to allow it will cause embarrassment to the service. Annual leave should be distributed or allotted to employees in the months when the work of the office will be least affected.

505. No Leave Granted for Less than 15 Minutes.—Absence less than 15 minutes will be charged as 15 minutes; and absence in excess of 15 minutes will be charged in multiples of 15 minutes.

506. Consecutive Days Only.—Application should be made for only the number of consecutive days desired, unless the leave period extends beyond the current calendar year, in which case a separate application will be required for the new calendar year.

507. Luncheon Half Hour Deducted in Fractional Absence.—The luncheon half hour will be deducted from annual leave for part of a day when it occurs during the absence, as from 11 a. m. to 3 p. m., which should be charged as $3\frac{1}{2}$ hours and not as 4 hours.

The application of this principle extends to the fractional portion of a working day at the beginning or ending of a period of annual leave in excess of a day.

508. Time of Departure and Return of Employees to be Noted.—Any administrative officer who shall receive notification that leave of absence has been granted to an employee under his supervision will, at the expiration of the leave, return the application blank promptly to the time clerk of the bureau, noting that the exact time of the departure of such person and the exact time of his return to duty are indicated thereon.

SICK LEAVE

509. Conditions Governing Granting of Sick Leave.— Leave of absence on account of sickness not exceeding 30 days during the calendar year, may be granted by the chief of each bureau to employees in the District of Columbia and not to exceed 15 days to employees in the field service, upon any one of the following conditions:

(a) Where some member of the immediate family of the employee is afflicted with a contagious disease and requires the care and attention of such employee.

(b) Where, through exposure to contagious disease, whether in his own family or not, the employee's presence in the department would jeopardize the health of fellow employees.

(c) In exceptional and meritorious cases, where an employee is personally ill and where to limit the annual leave to 30 days in any one year would work peculiar hardship. (Laws 877, 879, 908, 952, 987.)

510. Sick Leave May be Granted Before Annual Leave.— Sick leave may be granted at any time during the year, even though no annual leave shall have been granted at the time.

511. Application Must be Made Within Three Days.— Application for sick leave must be made on the form prescribed by the department within three days after the return of the employee to duty.

512. Sickness Must be Reported Within 24 Hours.— An employee absent on account of personal illness or quarantine must immediately cause a report of the fact to be made to the chief clerk of the bureau in which employed. If such report is not made within 24 hours the time lost may be charged to annual leave or leave without pay.

513. Sick-Leave Certificates.— Applications for sick leave exceeding two days must be accompanied by a certificate (provided on the form) of the attending

physician where one was employed, and, in all cases where no physician was employed, the specific reason for not employing one must be stated. (See par. 514.) As a rule, certificates of sickness will be accepted from none but regularly practicing physicians, licensed according to law. In unusual cases, however, certificates of other practitioners may be submitted. The sufficiency of any certificate shall be determined by the director of personnel and business administration.

In approving or disapproving an application for sick leave the chief of bureau or administrative officer acting for him may take into consideration any evidence besides the physician's certificate which may be developed in connection with the application. (Amended; effective November 10, 1925.)

514. Without Certificate.—Sick leave will not be allowed without a certificate unless the application is accompanied by a statement that the absence was due to illness, that the employee was unable to perform official duty, and that no physician or other practitioner was employed. In Washington such statements must be sworn to before a notary public; in the field they may be executed either before a notary public or any employee of the department authorized to administer oaths to accounts for travel or other expenses against the United States. Periods not exceeding 2 days may be granted on such statements; but the aggregate of sick leave so granted shall not exceed 12 days in one year.

Employees in isolated locations, where the procurement of medical attendance is impossible or entails undue expense because of such isolation, may be granted sick leave up to the legal limit without certificate other than one signed upon honor and approved by an official superior having knowledge of the circumstances, to the effect that the employee was personally ill and unable to perform his official duty. No special

blank is prescribed for this certificate, which shall be in the following form:

"I, ----- certify upon my honor
(Name of employee)

that from ----- to -----, inclusive, I was personally ill and unable to perform my official duty. By reason of my isolation it was impossible to procure medical attendance without undue expense.

----- (Signature of employee)

Approved:

(Address)

(Signature of official superior)

515. Sick Leave for Less than One Day.—Absence on account of sickness for less than one day shall be charged against annual leave; but if the illness extends into the following day or longer, the fractional absence on the first day, and any fractional absence on the day of return to duty, may be included in the sick leave granted if the total be not less than a day.

516. Slight Ailments.—Slight ailments or indispositions will not be accepted as sufficient cause for allowing sick leave; absences on such account shall be charged to annual leave.

517. Quarantine.—When an employee has been exposed to a contagious disease against which the medical authorities quarantine the patient, he should immediately cause to be filed with the chief clerk of the bureau in which employed a certificate from the attending physician stating that in his judgment the presence of the employee in the office would jeopardize the health of fellow employees. Application for leave with pay for the time lost must be accompanied by a certificate from the attending physician certifying that all danger from contagion has passed.

Absence from duty on account of quarantine will be charged as sick leave until sick leave is exhausted. Further absence on account of quarantine will be

charged as annual leave, and, when annual leave is also exhausted, as leave without pay. (Law 877.)

518. Sick Leave Within a Period of Annual Leave.—When sickness begins on or before the first day of a period granted as annual leave, the latter may be surrendered and sick leave granted under the usual limitations. When sickness, continuing for more than two days, occurs within a period of annual leave, the period of illness may, upon presentation of the usual physician's certificate, be charged as sick leave and the charge against the annual leave granted reduced accordingly.

519. Investigation of Absence on Account of Sickness.—The chief of bureau shall carefully consider the merits of every application for sick leave, in so far as the actual sickness or exposure to contagion is concerned, shall cause to be investigated those employees who habitually apply for excessive sick leave, and, if abuse of the privilege be found, shall report the facts, with recommendation, to the Secretary for appropriate action.

520. Penalties for Deception.—All employees will be held to a strict accountability for statements made by them of inability to perform duty. When sick leave has been obtained through misrepresentation, it will be charged to leave without pay, even if the employee has not exhausted his annual leave; other appropriate disciplinary action may also be taken.

LEAVE WITHOUT PAY

521. When Granted.—Leave without pay may be allowed on account of sickness when the regular leave has been exhausted; but otherwise it will be granted only when, in the opinion of the chief of the bureau, the public business will not suffer by the absence and when satisfactory cause is shown.

Pursuant to paragraph 660, leave without pay may also be granted to employees to enable them to take

advanced training or carry on graduate work in recognized educational institutions, and to engage in private or commercial work.

522. Leave or Furlough Without Pay.—Application for leave of absence without pay will be made on the form "application for leave" prescribed by the department. Chiefs of bureaus, or authorized chiefs of field stations, may approve applications for periods not exceeding 30 days in any calendar year, and for further nonconsecutive periods of not more than 6 days not to exceed 30 additional days in the aggregate. Where leave beyond such bureau authorization is applied for, the chief of bureau will forward to the Secretary through the director of personnel and business administration a regular personnel recommendation with respect thereto, stating the reason for the absence applied for, the record of annual, sick, and other leave taken during the calendar year, and such other information as should be considered. The leave application will not accompany such recommendation.

Leave without pay will be granted only when the work of the Government will not suffer thereby and each application for such leave shall explicitly state the necessity therefor, the length of time the applicant desires such absence to continue, whether the applicant expects to engage in outside work during such leave, and if so, the nature of the work. (See pars. 660 and 662.) Leave without pay should not be taken until the applicant has been advised of its approval. An employee who is permitted to return to duty prior to the expiration of granted leave is not entitled to pay for any day prior to that on which he actually reports for duty. (Amended; effective November 10, 1925.)

523. Deduction of Pay for Absence in Excess of Legal Limit With Pay.—Absence of employees in excess of the legal allowance of leave with pay must be covered by an application for leave of absence without pay. Absences of less than one-half day will be charged as one-half day; absences in excess of one-half day but less than one day will be charged as one day.

524. Deduction from Annual Leave for Absence Without Pay.—Proportionate deductions from unused annual leave of employees in the District of Columbia shall be made at the rate of 1 day for each 12 days, or multiples thereof, for furlough or leave without pay. In the case of field employees the deduction shall be made at the rate of 1 day for each 24 days, or multiples thereof, for furlough or leave without pay. Proportionate deductions shall also be made in the case of reinstated employees for the period of their separation from the department during the calendar year.

This deduction will not be made in cases where absence on account of illness has been charged to annual leave because the sick leave authorized by paragraph 510 had previously been exhausted, provided that a physician's certificate is in each instance supplied in connection with the annual leave so taken on account of illness.

No deduction from the pay of any employee shall be made by reason of a proportionate reduction of annual leave on account of furlough or leave without pay. In other words, annual leave granted and taken can

not in any circumstances be revoked or curtailed. (Amended; effective November 10, 1925. Second amendment effective December 26, 1930.)

525. Absence Without Leave.—Immediate notification must be given to chief clerks of bureaus of all absence from duty for any cause where leave has not been previously asked for and granted. Any employee who is absent without leave for any cause will be required to explain to his immediate superior, in writing, at the earliest practicable moment, the cause of his absence, and of his failure to ask for permission to be absent. If it is found that he was absent without sufficient cause, or if his failure to obtain permission to be absent is not satisfactorily accounted for, the time lost will be charged as leave without pay, and such further action as may be deemed necessary may be taken.

RETIREMENT

EMPLOYEES INCLUDED

526. Employees Included by Original Act.—All employees under permanent appointment in the classified civil service, including those on furlough without pay or leave without pay, are covered by the provisions of the retirement act of May 22, 1920, and amendatory acts (February 14, 1922, March 27, 1922, June 17, 1922, and September 22, 1922). (Laws 989, 996, 997, 999, 1000.)

527. Employees Included by Executive Orders and Subsequent Acts of Congress.—By Executive order of

December 24, 1920, the provisions of the retirement act were extended to include employees appointed to excepted positions named in Schedules A and B of the civil-service rules through open competitive examination, and all former competitive classified employees serving in such positions by transfer.

By Executive order dated June 7, 1922, the provisions of the retirement act were further, extended effective September 1, 1922, to include the following unclassified positions:

- (a) Unclassified laborers receiving salaries of \$600 or more in cities where labor regulations are in effect (see paragraph 432, Administrative Regulations);
- (b) Unclassified laborers appointed from subclerical or other registers for the classified service;
- (c) Unclassified laborers who have been transferred from classified positions.

By act of Congress approved March 27, 1922, the provisions of the retirement act were extended to all employees in the classified civil service who have been heretofore or may hereafter be given a competitive status with or without competitive examination.

By act of Congress approved June 17, 1922, the provisions of the retirement act were extended, effective June 18, 1922, to all charwomen, laborers, and other employees, whether classified or unclassified, employed on a regular annual basis, and whose basic salary, pay, or compensation is at a rate less than \$600 per annum.

By act of Congress approved September 22, 1922, the provisions of the retirement act were extended to employees who by reason of reduction in force shall have the right to apply for an immediate annuity in

lieu of deferred annuity at the age of retirement. (Laws 989, 996, 997, 991, 999, 1000.)

528. Employees Retransferred to Classified Service.—A classified employee who accepts a Presidential, excepted, or other unclassified position, without break in the continuity of his service, may be regarded as having been transferred temporarily to such unclassified position and is therefore eligible for retransfer to the classified service.

EMPLOYEES EXCLUDED

529. List of Positions Excluded.—In the Department of Agriculture the following employees are excluded from the operations of the retirement act:

Secretary of Agriculture, Assistant Secretary of Agriculture, Chief of Weather Bureau, Presidential appointees.

Agents of all classes, appointed without examination.

Collaborators.

Student assistants.

All temporary employees, whether pending certification of eligibles or appointed for specific periods.

Employees appointed under section 10 of civil service Rule II.

Employees appointed under the Executive order of March 26, 1917.

All employees appointed to "excepted positions" without competitive examination under Schedule A of the civil-service rules. (Laws 989, 997.)

530. Temporary Employees Excluded.—Temporary employees while serving as such do not come within the retirement act. If, however, they subsequently are given permanent appointment they may claim credit for such temporary service in the manner prescribed in paragraph 563.

531. Loss of Retirement Status to Unclassified Employees.—Unclassified employees brought within the retirement act by the act of June 17, 1922, automatically cease to come within the provisions of the retirement act in the event their salaries are increased to \$600 per annum or more, unless they are employed under labor regulations in one of the cities enumerated in paragraph 432 of these regulations. Employees thus deprived of the benefits of the act should apply for a refund of amounts withheld from their salaries in the manner prescribed in paragraph 551. (Law 999.)

BENEFITS OF THE ACT

532. Annuities Under Act of May 22, 1920.—The annuities to be paid employees upon retirement are based upon length of service (see paragraph 536) and the average annual basic salary (see paragraph 535) for the 10-year period preceding retirement, with a maximum, as follows:

Class A. For service of 30 years or more, the annuity is 60 per cent of the average annual basic salary. Annuities under this class shall not exceed \$720 per annum.

Class B. For service of 27 years or more, but less than 30 years, the annuity is 54 per cent of the average annual basic salary. Annuities under this class shall not exceed \$648 per annum.

Class C. For service of 24 years or more, but less than 27 years, the annuity is 48 per cent of the average annual basic salary. Annuities under this class shall not exceed \$576 per annum.

Class D. For service of 21 years or more, but less than 24 years, the annuity is 42 per cent of the average annual basic salary. Annuities under this class shall not exceed \$504 per annum.

Class E. For service of 18 years or more, but less than 21 years, the annuity is 36 per cent of the average

annual basic salary. Annuities under this class shall not exceed \$432 per annum.

Class F. For service of 15 years or more, but less than 18 years, the annuity is 30 per cent of the average annual basic salary. Annuities under this class shall not exceed \$360 per annum.

533. Annuities Under Act of June 17, 1922.—The annuities to be paid employees upon retirement, who are affected by the act of June 17, 1922, shall be determined according to the schedules prescribed in paragraph 532, except that no annuity shall hereafter be granted to exceed the per centum nor the maximum provided for the respective periods of service.

Class G. Includes charwomen, laborers, and other employees whether classified or unclassified, who are employed on a regular annual basis and whose basic salary, pay, or compensation is at a rate less than \$600 per annum. (Laws 989, 999.)

534. Annuities Under Act of September 22, 1922.—The annuities to employees involuntarily separated from the service, unless removed for cause on charges preferred against them, who have attained the age of 55 and have served for a total period not less than 15 years, shall be granted an annuity certificate in the manner provided in section 7 of the act of May 22, 1920, or such employees have the right to apply for an immediate annuity in lieu of deferred annuity at the age of retirement. (Laws 989, 1000.)

535. Average Annual Basic Salary Defined.—The average annual basic salary is the base salary of the position as fixed by law or by the appointing officer and is exclusive of all bonuses, allowances, overtime pay or salary, or pay or compensation given in addition to the base pay of the position, and is computed upon the 10-year period of actual service next preceding the date of retirement. (Law 1000.)

536. Length of Service Defined.—Length of service is computed from the date of original employment, either as a classified or unclassified employee, and includes all employments, whether in one or more branches of the Government, regardless of whether such service was continuous. In computing length of service all periods of separation from the service are excluded, as are any periods of leave without pay or furlough without pay in excess of six months. Periods of annual leave are not excluded in computing length of service, except when absence in a combined pay and nonpay status exceeds six months, in which event the entire period of such absence must be excluded in computing length of service. Any period of service in the military or naval establishment of the United States is excluded in computing length of service if the affected employee is in receipt of a pension from the United States on account of such military or naval service. Periods during which an employee received compensation from the United States in accordance with the provisions of the employees compensation act for injuries received in the line of duty may be included in computing length of service, provided no salary was received during such period from any other Government agency. (Law 989.)

AGE AND DISABILITY RETIREMENT

537. Retirement on Account of Age.—For scientific, clerical, and subclerical positions, including those positions brought within the act by Executive orders of December 24, 1920, and June 7, 1922, and the acts of Congress approved March 27, 1922, and June 17, 1922 (see paragraph 527), the age of retirement is 70 years; for mechanical or similar skilled trade positions the age of retirement is 65 years. Retirement age is determined by the character of work the employee is engaged in at the time of retirement. For example,

an employee performing duty as a mechanic is subject to retirement at the age of 65 years irrespective of any previous service of a clerical character he may have rendered, and an employee whose duties changed from those of a mechanic to those of a clerk before reaching the age of 65 years is not subject to retirement until he reaches the age of 70 years. Generally, an employee is regarded as reaching retirement age at the close of business of the day preceding the anniversary of his birth. (Laws 989, 1000.)

538. Retirement on Account of Disability.—An employee who, before attaining retirement age, becomes totally disabled for useful and efficient service by reason of disease or injury not due to vicious habits, intemperance, or willful misconduct may, after a minimum of 15 years of service, be retired and receive an annuity in accordance with the schedule of annuities in paragraphs 532 to 534. Employees retired by reason of disability are subject to examination by a medical board annually after retirement without expense. If the total disability ceases, the annuity will also cease, and the affected employee is eligible for reinstatement. (See paragraph 559.) (Law 989.)

PROCEDURE FOR RETIREMENT

539. Procedure for Retirement on Account of Age.—In considering cases of retirement because of age and in preparing recommendations in connection therewith, chiefs of bureaus should have in mind that all employees to whom the retirement act applies and who have reached retirement age must either (*a*) retire, with or without annuity, or (*b*) be certified for continuance.

If upon the information contained in the semiannual reports of chiefs of bureaus it is decided to retire from the service an employee who is approaching the age of retirement, the chief personnel officer of the department

will, at least 60 days before the affected employee reaches retirement age, prepare a notice to such employee of his contemplated retirement. A card of acknowledgment for the signature of the employee will accompany such notice. The chief personnel officer will, at the same time, furnish the employee about to be retired a copy of Bureau of Pensions Form 3-R-1 in the event such employee has rendered sufficient service to be entitled to an annuity. The application for annuity should be signed by the employee to be retired, witnessed by two persons, sworn to before an officer having an official seal, and returned to the chief of his bureau, who will transmit it to the chief personnel officer of the department to be forwarded to the Bureau of Pensions. No officer of the department except the Secretary or Acting Secretary is authorized to approve or sign the certificate on the last page of the application for annuity.

The annuity to be paid an employee retired on account of age will begin with the day next immediately following his actual separation from the service of the department. (Law 989.)

540. Automatic Retirement.—Every employee coming within the provisions of the retirement act is automatically retired from the service upon arriving at the age of retirement, regardless of whether he is entitled to an annuity, unless by certification of the Secretary and approval of the Civil Service Commission he is continued in the service as provided for in paragraphs 544 and 545. (Law 989.)

541. Procedure for Retirement on Account of Disability.—To be eligible for retirement on an annuity by reason of disability an employee must have rendered a total minimum service of 15 years.

Applications for retirement on account of total disability for useful and efficient service by reason of disease or injury not due to vicious habits, intem-

perance, or willful misconduct will be prepared and forwarded to the chief personnel officer of the department, whenever such action is desired by an employee to whom the provisions of section 5 of the retirement act are applicable, or whenever such action is deemed necessary in any particular case by the chief of the bureau concerned. Applications must be accompanied by a certificate of the applicant's physician, if there be such, fully describing all physical signs of any existing disease or injury with an expression of opinion as to the degree to which the applicant is disabled for useful and efficient service. They must also be accompanied by a statement of the applicant's superior officer showing whether the applicant, on account of disease or injury, is totally disabled for useful and efficient service in the position held or in any other position in that branch of the service, and if not able to perform his present duties but able to perform the work of some other position, whether such other position has been offered to him, together with a description of the character of the duties and amount of compensation in the other position. Such statement should show whether the disease or injury is the result of vicious habits, intemperance, or willful misconduct on the part of the applicant and should be made by some person in authority having full knowledge of the facts by reason of close contact with the applicant. Applications of this class will be signed by the applicant, witnessed by two persons, sworn to before an officer having an official seal, and transmitted through the bureau chief to the chief personnel officer of the department to be forwarded to the Bureau of Pensions. No officer of the department except the Secretary or Acting Secretary is authorized to approve or sign the certificate on the last page of the application. (Law 989.)

542. Application for Disability Annuity Need Not Precede Separation.—Failure of an applicant for annuity on account of disability to execute his application prior to separation from the service will not forfeit

his right to an annuity. The right to annuity is to be determined as of the date of separation from the service rather than from the date of application if total disability be established as of the former date. (Law 989.)

543. Bureau Reports on Employees Eligible for Retirement.—Semiannual reports and recommendations will on April 1 and October 1, respectively, be made by the chief of each bureau to the chief personnel officer regarding employees under his supervision who are approaching retirement age. The April report shall include all employees who will become eligible for retirement on account of age during the last six months of the calendar year then current, while the October report will include all employees eligible for retirement on account of age during the first six months of the ensuing calendar year. Bureau of Pensions Form 3-R-1 should be used for this purpose and forwarded to the chief personnel officer of the department, who, at the proper time, will take the action recommended by the chief of bureau, if approved by the Secretary, either to prepare a notice to the employee of his retirement on a given date, or to call upon the bureau concerned for the necessary certificate of continuance (see paragraph 544). In case the retirement of the employee is decided upon, a copy of Bureau of Pensions Form 3-R-1 will accompany the notice of the chief personnel officer. (Law 989.)

PROCEDURE FOR CONTINUANCE AFTER REACHING RETIREMENT AGE

544. Employment after Retirement Age is Attained.—Not less than 30 days before an employee arrives at the age of retirement, upon recommendation of his chief of bureau, the Secretary may certify to the Civil Service Commission that by reason of his efficiency and willingness to remain in the service, his continued service would be advantageous to the Government.

Upon approval and certification of the Civil Service Commission such employee may be continued in the service for a period of not exceeding two years, and at the end of such two-year period the employee may, by similar approval and certification, be continued for an additional two-year period until August 21, 1930, after which date no employee shall be continued in the service for more than four years beyond the age of retirement. Continuance on duty by such certificate does not annul the right of the employee to retire before the expiration of the time for which the certificate is issued. Similarly, compulsory retirement of an employee continued by certificate can be exercised at any time by the Secretary if in his judgment such employee's retirement would promote the best interests of the service. Employees continued by certificate of the Civil Service Commission are, during the period of such continuance, regarded as temporary employees. (Law 989.)

545. Preparation and Disposition of Certificates of Continuance.—Certificates of continuance will be prepared in quintuplicate. The chief personnel officer of the department will inspect every certificate for continuance, and if same is in correct form it will be prepared by him for the signature of the Secretary or Acting Secretary, and, if approved, forwarded to the Civil Service Commission. The Civil Service Commission is the only agency which can certify an employee for retention in the service beyond retirement age. When approved by the commission three copies of the certificate of continuance will be returned to the department. The chief personnel officer of the department will furnish one copy to the employee concerned, one copy to the bureau concerned, and retain one copy for filing with the employee's individual record. (Law 989.)

546. Promotion of Employee Continued in the Service.—The promotion of an employee continued beyond retirement age is permissible with the prior approval of the Civil Service Commission.

RETIREMENT DEDUCTIONS

547. Retirement Deductions in General.—The act provides that a sum equal to $2\frac{1}{2}$ per cent of the base salary, pay, or compensation of each employee coming within its provisions shall be withheld and placed to his individual credit, the employee having no option in the matter. Amounts thus withheld, with interest at 4 per cent per annum compounded annually, will upon an employee's separation from the service before reaching retirement age be refunded (see paragraph 551). In the event of an employee's death before retirement the total amount of such deductions, with compound interest at 4 per cent per annum, will be paid to his legal representatives (see paragraph 552). Upon the death of a retired employee his legal representatives are entitled to the difference between the amount actually withheld from his salary, with interest as above, and the total annuities paid him during retirement (see paragraph 553). (Law 989.)

548. Retirement Deductions in Case of Additional Temporary Employment.—Retirement deductions are not required to be made from salary, pay, or compensation received by a permanent employee for the performance of additional duties of a temporary character.

549. Retirement Deductions in Case of Additional Permanent Employment.—Where an employee occupies more than one permanent position retirement deductions will be made from the total compensation received.

550. Retirement Deductions in Case of Cooperative Employment.—An employee whose salary is assumed, in whole or in part, by a cooperative agency will be required to refund an amount equal to $2\frac{1}{2}$ per cent of

the base salary received from the cooperative agency. Any bonus allowance or extra pay received by an employee from a cooperative agency during the period of his detail to such cooperative agency will be excluded in computing the $2\frac{1}{2}$ per cent retirement deduction. In addition, an amount equal to $2\frac{1}{2}$ per cent of the base salary paid by the department should be withheld. In all cases of cooperative employees, however, an amount equal to $2\frac{1}{2}$ per cent of the combined Federal and cooperative salaries may be deducted from the salary paid by the department if such salary is sufficient for the purpose.

REFUNDS OF AMOUNTS WITHHELD

551. Refund Upon Separation.—Upon the actual separation from the service of an employee within the provisions of the retirement act such employee may obtain a refund of amounts withheld from his salary in accordance with paragraph 547 by filing an application for refund on the form prescribed for the purpose (Bureau of Pensions Form 3-R-6). An application for refund will be furnished the employee by the bureau concerned coincident with the notification of separation from the service. The employee should carefully fill in the first page of the form, execute it before an officer authorized to administer oaths, and forward same direct to the Chief of the Division of Accounts and Disbursements. That officer will indicate in the proper space the amounts to be refunded and periods of nonpay status, and forward the application to the chief personnel officer of the department for completion of certificate of administrative officer and transmission to the Commissioner of Pensions for payment. (Law 989.)

552. Refund Upon Death Before Retirement.—In case of the death of an employee within the provisions of the retirement act his legal representative is entitled

to receive the amounts withheld from the deceased employee's salary with accrued interest. The claimant should file an application for payment of accumulated deductions on Bureau of Pensions Form 3-R-15, a copy of which will be furnished him by the bureau concerned. This form should be used only in case of an employee who has died without having reached the retirement age, or without having established a valid claim for annuity. It may be executed by an executor or an administrator, or, in case the amount of deductions with accrued interest does not exceed \$300, payment may be made after the expiration of three months from date of death to such person or persons as may appear in the judgment of the Commissioner of Pensions to be legally entitled to the proceeds of the estate, and such payment shall be a bar to recovery by any other person. This form should be returned directly to the Chief of the Division of Accounts and Disbursements who will indicate in the proper space the amounts withheld, periods of nonpay status, and other pertinent information, and forward same to the chief personnel officer for completion of certificate, as administrative officer, and transmission to the Commissioner of Pensions for payment. (Law 989.)

553. Refund upon Death after Retirement.—In case of the death of an employee retired under the provisions of the retirement act whose annuities have not equaled the amount withheld before retirement, his legal representative is entitled to receive the difference between the amount withheld and accrued interest and the amount of annuities paid. The claimant should file an application with the Commissioner of Pensions for accrued annuity on Bureau of Pensions Form 3-R-14, accompanied by the deceased annuitant's certificate, and evidence to establish his right to the accrued annuities. (Law 989.)

554. Refund Prohibited upon Transfer to Another Department.—An employee leaving this department to accept a position within the provisions of the act in another department is not entitled to a refund of retirement deductions.

555. Abstract of Official Record Transferred with Employee.—In case an employee is transferred from this to another department, the department to which he is transferred will be furnished an abstract of the employee's official record, together with a statement of amounts withheld from his salary. Upon separation from the service of the Government such employee will be entitled to a refund of all amounts withheld with accrued interest.

556. Recovery of Amounts Due the United States.—Amounts due the United States from employees separating from the service will, unless otherwise paid, be recovered so far as possible by the Commissioner of Pensions in the settlement of applications for refund or applications for accumulated deductions. Immediately upon the separation of an employee who is indebted to the United States for any reason, or as soon after separation as the fact becomes known, the responsible officials will advise the Chief of the Division of Accounts and Disbursements of such indebtedness in order that the latter official may withhold action on any application for refund or application for accumulated deductions that may be filed pending settlement of the indebtedness. In the event of failure to obtain a refund of the amount of such indebtedness after a reasonable time has been allowed, a statement of such indebtedness in triplicate should be transmitted to the Chief of the Division of Accounts and Disbursements, setting forth the amount of the indebtedness and the appropriation to be credited. In certifying the application for refund or application for accumulated deductions, as the case may be, the original of

the notification of indebtedness will be attached and the Commissioner of Pensions requested to make the necessary deduction.

557. Payment by Fiscal Agents of Salary due Deceased Employees.—Whenever a fiscal agent outside of Washington makes final payment of salary due a deceased employee within the provisions of the retirement act, the Chief of the Division of Accounts and Disbursements will be promptly notified of the fact, indicating in each case the date of payment, amount paid, amount withheld, and the voucher number, and advised of the fiscal agent's authority for making the final payment, i. e., whether letters testamentary, letters of administration, letters of guardianship, letters of trusteeship, other evidence of a fiduciary character, or affidavit where employee died intestate and no administration is required under the laws of the State of his domicile. (See paragraph 28.)

REINSTATEMENTS

558. Reinstatement Prohibited if Retired for Age.—An employee retired on account of age can not be reinstated, nor can a person receiving an annuity under the retirement act be reemployed in any other position, to which compensation is attached, except that a person retired from a position, the retirement age of which is 65 years, may be reemployed in a position the retirement age of which is 70 years. In the event of such employment the affected employee must relinquish his annuity.

559. Reinstatement Permissible After Disability Ceases.—A person retired for disability will be regarded as eligible for reinstatement to an appropriate position when the disability upon which retirement was based no longer exists.

560. Reinstatement After Fifteen Years Service.—Recommendations involving the reinstatement of a

person who has previously served 15 years or more shall indicate that the person affected is physically qualified to perform the duties of the position to which his reinstatement is recommended. In addition, a medical certificate must be furnished showing the prospective appointee's physical qualifications for the position. This certificate should be executed before a physician in the United States Public Health Service or other physician in the Federal service, whenever possible.

561. Reinstatement to confer benefits of act prohibited.—The reinstatement of a former employee will not be approved for the purpose of conferring upon him the benefits of the retirement act.

The reinstatement of a former employee who has reached or will within 10 years reach the age of eligibility for retirement will be approved when it is indicated that such reinstatement will be in the interest of the public service. Such employee must be physically able to perform active duty, and officers recommending a person of this class for reinstatement must give full information as to physical fitness for the work it is proposed to assign him.

562. Redeposit of refund.—Upon reinstatement in the service to a position within the retirement act, the affected employee must redeposit the amount refunded him upon his separation from the service, with interest, before he may derive any benefits under the act. The redeposit of the refund is not a condition precedent to reinstatement. Such redeposit may be made at any time prior to retirement together with interest thereon from the date of reinstatement to the date the redeposit is made, except for periods of separation from the service, if any. Redeposit of refund is merely a condition precedent to the allowance of any benefits of the act. The $2\frac{1}{2}$ per cent deduction from salary, pay,

or compensation must be made during the period of service after reinstatement even though the employee may never qualify for annuity by making redeposit of amounts theretofore returned to him. (Law 989.)

563. Application for service credit.—An employee who upon separation from the service received a refund of amounts withheld from his salary, and who upon reinstatement to a position within the provisions of the act desires to receive credit for prior service rendered should apply for such service credit on Bureau of Pensions Form 3-R-32. The application should be forwarded direct to the Chief of the Division of Accounts and Disbursements, who will forward it through the chief personnel officer of the department to the Commissioner of Pensions. The latter officer will notify the employee applying for service credit of the correct amount to be redeposited as well as the place where deposit should be made. (See also paragraph 562.)

An application for service credit should also be submitted by employees desiring to avail themselves of the benefits of the retirement act resulting from the Executive order of June 7, 1922, and the act of June 17, 1922, extending the provisions of the retirement act to certain groups of unclassified employees. Temporary employees given a permanent status (see paragraph 532) may also receive service credit for the periods of temporary service by applying therefor in the manner prescribed in the first section of this paragraph. (Law 989.)

APPEAL

564. Appeal from action by Commissioner of Pensions.—Appeal to the Secretary of the Interior lies from the final action or order of the Commissioner of Pensions affecting the rights or interests of any person in the employ of the United States under the retirement act. (Law 989.)

DEPARTMENTAL RECORD OF RETIREMENT DEDUCTIONS

565. Transfer of Retirement Deductions.—On July 1 of each year, or as soon thereafter as possible, the Chief of the Division of Accounts and Disbursements will take the necessary action to have transferred on the books of the Treasury Department from the appropriations of this department to the credit of the civil service retirement and disability fund the amounts reported to him by the various bureaus of the department as the estimated deductions from salaries of all employees within the provisions of the retirement act of May 22, 1920, as extended by the Executive orders of December 24, 1920, and June 7, 1922, and amended by the acts of Congress approved February 14, 1922, March 27, 1922, June 17, 1922, and September 22, 1922.

Each bureau will maintain an accurate record by appropriations of amounts withheld from salaries of employees within the provisions of the retirement act and at the close of each fiscal year (on or before August 15) furnish the Chief of the Division of Accounts and Disbursements a statement of further amounts to be transferred to the civil service retirement and disability fund from its appropriations. (Laws 989, 996, 997, 999, 1000.)

566. Preparation of Pay Rolls and Pay Vouchers.—In the preparation of pay rolls and pay vouchers administrative offices will see that, in the case of all employees within the provisions of the retirement act an amount equal to 97½ per cent of the basic salary, pay, or compensation only is paid for the period of service covered by the account. The notation "not within the act of May 22, 1920," shall invariably appear in the "Remarks" column on pay rolls opposite the name of each employee not within the provisions of the act, and on pay vouchers under the head of "Remarks."

In preparing pay rolls and pay vouchers the full name of the employee will be stated as it appears in his appointment papers, and in addition each administrative action affecting the retirement status of employees shall be set forth on pay rolls and pay vouchers as follows:

(a) Sheet and line references and effective dates in all cases of appointments, promotions, demotions, or other action involving a change in rate of compensation.

(b) Changes in name or designation with effective dates.

(c) Leaves of absence without pay with inclusive dates.

(d) In the case of cooperative employees (1) the amount received from each cooperative agency and total, and (2) effective dates of any action affecting cooperative salary. (Law 989.)

567. Consolidated Record of Retirement Deductions.—In order to facilitate administrative action in connection with applications for refunds, applications for payment of accumulated deductions and other matters between the department and the Commissioner of Pensions, a consolidated record of retirement deductions from salaries of employees of the Department of Agriculture within the provisions of the retirement act will be maintained in the Division of Accounts and Disbursements. To assure a complete and accurate record of such retirement deductions the requisite information will be obtained by the Chief of the Division of Accounts and Disbursements from the following sources:

(a) From pay rolls and pay vouchers paid by the disbursing clerk of the Department of Agriculture.

(b) From pay rolls and pay vouchers paid by temporary special disbursing agents when their quarterly accounts are received by the Chief of the Division of

U. S. DEPARTMENT OF AGRICULTURE 479-2R

Accounts and Disbursements for transmission to the General Accounting Office.

(c) The fiscal agents of the Forest Service shall maintain a record of amounts withheld from salaries of employees paid by them (except employees of the Bureau of Public Roads) and shall, at the close of each fiscal year, not later than September 30, submit to the Chief, Division of Accounts and Disbursements, a report on a form prescribed for the purpose showing as to each employee (a) the name of the employee (in case of female employees who married during the year both maiden and married name should appear); (b) designation; (c) date the employee came within the act; (d) rate of basic salary (changes of salary and effective dates should also appear); (e) amount paid; (f) amount deducted; (g) inclusive dates of leaves of absence without pay, and (h) amount of base pay lost. In case of unforeseen contingencies the Chief of the Division of Accounts and Disbursements may extend the time for rendering the reports required by this section.

(d) The offices of the Bureau of Public Roads in districts 1, 2, 3, 12, 13, and the regional office at San Francisco, shall also maintain a report of amounts withheld from salaries of employees under the jurisdiction of such offices and shall report to the Chief of the Division of Accounts and Disbursements, at the time and in the manner provided in the preceding section. (Law 989.)

CORRESPONDENCE

568. Letters for signature of the Secretary.—The following rules will govern the preparation of correspondence for the signature of the Secretary:

1. *General style:* Letters for the signature of the Secretary shall be written in elite type. The finished

480-2R ADMINISTRATIVE REGULATIONS

letter must be neat, accurate, and well balanced in every respect. Paragraphs should be indented seven spaces. Double spacing should be used if the letter so spaced can be placed on one page. If double spacing would cause the use of another page or if the letter, however spaced, will require more than one page, single spacing should be used.

Each page other than the first should be numbered in the center one inch from the top and three single spaces from the first line, the number being preceded and followed by a dash, thus:

—2—

But neither the date nor the name, initials, or title of the party to whom the letter is addressed should appear thereon. (Subparagraph amended; effective April 20, 1929.)

2. *Date*: Letters prepared for the signature of the Secretary or Assistant Secretary should not be dated. Dates will be placed upon letters in the Secretary's file room before mailing.

3. *Margin*: A margin of $1\frac{1}{4}$ inches should be allowed on each side and at the bottom of the letter. If the letter covers an entire page the address should begin one inch below the seal but if it is shorter than a half page more space should be allowed between the seal and the address in order that the letter may be well balanced.

4. *Communications to heads of other departments*: All communications to heads of other departments and independent establishments of the Government shall be prepared for the signature of the Secretary, the Acting Secretary, the Director of Scientific Work, the Director of Regulatory Work, the Director of Extension Work, the Director of Personnel and Business

U. S. DEPARTMENT OF AGRICULTURE 480A

Administration, or the Director of Information. When a letter is written in reply to a letter addressed to this department by another department or independent establishment, it should be prepared for the signature of the official indicated on the jacket filled out in the Secretary's Office, referring the letter to the bureau concerned, for the preparation of a reply. As a general rule, if a letter is received from an Acting Secretary or Assistant Secretary of any department, the reply thereto shall be addressed to the Secretary of that department and not to the Acting Secretary or Assistant Secretary who signed the letter. When a letter addressed to the head of another department or independent establishment originates in this department, it should be prepared for the signature of the Secretary or Acting Secretary if it involves a matter of policy or a question of considerable importance. Such letters relating to routine matters should be prepared for the signature of the appropriate director. (Subparagraph amended; effective May 20, 1925.)

5. *Address, salutations, and close:* Beginning the name of addressee at the left margin of the letter, each additional line of the address should start 7 spaces to the right of the first letter of the preceding line.

In preparing letters to Cabinet officers, Senators and Representatives, and chairmen of congressional committees as such, the address and salutation should be—

The Honorable,
(7 spaces) The Secretary of State.
Dear Mr. Secretary:

The Honorable,
(7 spaces) The Attorney General.
Dear Mr. Attorney General:

Hon. John Smith,
(7 spaces) United States Senate.
Dear Senator:

Hon. John Smith,
(7 spaces) House of Representatives.
Dear Mr. Smith:

Hon. John Smith,
(7 spaces) {Chairman, Committee on Claims,
 House of Representatives.

Dear Mr. Smith:

In addressing general correspondence, "Dear Mr. Smith," "Dear Dr. Smith," etc., as the case may require, should be used rather than "Dear Sir," except in cases where the formal salutation is clearly more appropriate.

The complimentary close of a letter should begin $3\frac{1}{2}$ inches from the left edge of the sheet and the title should begin 24 spaces to the right of the first letter of the complimentary close. Five single spaces should be allowed for signature. "Sincerely" should be used in letters to Cabinet officers and Members of Congress.

In other letters "Very truly yours" is the preferred form, unless there appear to be circumstances which would make "Sincerely" more appropriate.

The following forms of salutation and conclusion should be used in letters prepared for the signature of the Secretary, with punctuation, indentation, and spacing exactly as indicated.

Dear Mr. -----;

I have your letter of July 17, referring, etc.
($3\frac{1}{2}$ inches) Very truly yours,

95

Sincerely,

(24 spaces) Secretary.

6. *File reference:* In the preparation of replies to communications bearing a file reference, such reference should invariably be quoted in the opening sentence in addition to the date of the communication. In referring to the date of a letter the use of "instant" or "ultimo" should be avoided; the date should be given by month and day, as "March 21."

7. Directing correspondent to county agents, etc.: If a correspondent is referred to a county agent for additional information, or if for any reason suggestion is made that he communicate with a director of extension, county agent, or other cooperative extension official in a State, a copy of the letter advising of the reference should be sent directly to the director, agent, or other person concerned for his information coincident with the mailing of the reply to the correspondent.

8. *Questionnaires, circular letters, etc.*: In order to provide for better coordination, questionnaires, circular letters, etc., to various groups, such as farmers, bankers, manufacturers, merchants, public officials, educational institutions, etc., requesting them to furnish information of various sorts desired by the department, hereafter shall be submitted for the approval of the Secretary prior to circulation. Such circulars

should be sent out, of course, only where actually necessary. Requests for approval should state the necessity for and purpose of the inquiry, should indicate how many are to be circularized and what groups, and should show that the information is not otherwise obtainable. A copy of the letter or questionnaire proposed to be sent out also should be inclosed.

9. *Initializing letters:* The initials of the chief or acting chief of bureau in which letters are prepared for the Secretary's signature shall be written in ink or indelible pencil in the lower right-hand corner of the first of the salmon colored carbon copies—on the last sheet if more than one. (See subparagraph 19.) Others to whom the letter may be referred by the Secretary's office should also initial in the same place. Employees within a bureau whose duty it is to approve letters may affix their initials in accordance with the bureau's system; but the initials of the chiefs or acting chiefs of bureaus only should appear on the first salmon colored copy. (Subparagraph amended; effective April 20, 1929.)

10. *When legal points are involved:* If a legal matter is discussed in a letter prepared for the Secretary's signature it should be referred to the solicitor for initializing before transmission to the Secretary's office. If he concurs, the solicitor will forward such letters directly to the office of the Secretary. This will save time and avoid extra handling of a large number of letters involving legal points.

11. *Letters involving work of other bureaus:* Letters involving the work of more than one bureau will be prepared in accordance with the provisions of paragraph 574.

12. *Return of letters transmitted by Members of Congress and others when requested:* Letters addressed

to Members of Congress and transmitted to the department for information should invariably be returned with the reply. Letters transmitted by other correspondents should also be returned when requested or when it is obvious that such action should be taken. In all cases, however, copies should be retained in the department.

13. *Inclosures:* Whenever inclosures accompany a letter the word "inclosure" or "inclosures," as the case may require, should be indicated in the lower left corner of the reply. Inclosures, except publications, circulars, or other reference material (which should be referred to in the text of the letter by series and numbers) should in all cases be submitted in duplicate, so that a copy may be retained in the department files.

Copies of letters or telegrams prepared for the Secretary's signature should not be used by bureaus as inclosures with replies to communications or referred to in such replies until the copy of the Secretary's letter or telegram is returned to the bureau, properly dated, with the facsimile signature of the Secretary imprinted thereon.

Letters to Senators and Representatives in Congress submitted for the signature of the Secretary should be accompanied by an extra carbon copy, which will be transmitted with the original in order that the Senator or Representative may, if he desires, forward the original to his correspondent and retain the carbon copy for his files.

Whenever a copy of a letter prepared for the signature of the Secretary is to be inclosed with the reply to a communication, the letter which will go as an inclosure should be securely attached to the transmitting letter.

14. *Initialing of contracts, amendments to regulations, etc.:* When contracts, amendments to regulations, fiscal papers, and similar documents are submitted to the Secretary for signature the initials of the chief of bureau should appear on the document itself immediately below the line upon which the Secretary will sign.

15. *Rush slips:* When papers require special expedition in handling, a "Rush" slip initialed by the person designating it as "Rush" should be securely fastened to the upper right-hand corner of the file. Papers should be so designated only when actually necessary.

16. *Arrangement of the file:* Before transmitting a proposed letter for the Secretary's signature, the file should be neatly arranged in the following order:

(a) The red jacket with the "memorandum of action" properly filled out. This jacket should be the facing sheet of the file throughout its movement within a bureau or from bureau to bureau, to signal correspondence requiring Secretary's response.

(b) The outgoing letter.

(c) The inclosures, with the exception of bulletins or other bulky matter, and the addressed envelope.

(d) Carbons of the outgoing letter.

(e) Letter to which reply is made.

Previous correspondence, whether Secretary's or bureau, where needed as explanatory of the subject, should be attached beneath in chronological order, latest date upper. (First two subparagraphs amended; effective March 20, 1931.)

In the event a letter prepared in one bureau is rewritten elsewhere, the new draft should be accompanied by the initialed carbon of the original, canceled in lead pencil. The formula, "Originated in _____ (bureau); Initialed by _____; Rewritten in _____ (bureau)" should be written on the last sheet of each

486-2R ADMINISTRATIVE REGULATIONS

tinted carbon with the autograph initials of the chief or acting chief of the bureau in which rewritten on the last sheet of one of the salmon-colored carbons. All unnecessary paper clips and papers should be removed. Two paper clips should be sufficient to hold a file of the ordinary size." (Subparagraph amended; effective April 20, 1929.)

17. *Notes to Secretary's file room:* All notes or memoranda addressed to the Secretary's file room by a bureau file room, relating to the disposition of the correspondence after signature by the Secretary, should be attached to the carbon of the outgoing letter.

18. *Carbon copies:* All letters for the Secretary's signature and all letters passing for record through the Secretary's file room shall be regularly accompanied by three carbons on salmon-colored paper with the name of bureau (except branches of the Secretary's office) printed at the top. The number of salmon-colored carbons may be reduced to two by specific waiver as to special classes of correspondence. Extra carbons on unprinted white paper, *in addition to the three tinted copies* above specified, will be supplied in the following cases and numbers:

To the Joint Committee on Printing, all Members of Congress, and the White House, one carbon.

To the Senate and House Committees on Agriculture and House Committee on Public Lands, two carbons.

To chairman of committees of Congress or Members of Congress reporting on bills or dealing with proposed or possible legislation involving expenditures, three carbons.

To the Bureau of the Budget transmitting recommendations for appropriations, five carbons. (Subparagraph added; effective April 20, 1929.)

569. **Letters for Signature of Chiefs of Bureaus; General Style, Forms of Salutation, etc.**—The pro-

visions of paragraph 568 of these regulations in regard to the general appearance, dating, spacing, indentation, punctuation, and forms of salutation and conclusion in the preparation of correspondence for the signature of the Secretary shall, so far as practicable, be observed in the preparation of official correspondence for the signature of chiefs of bureaus or other officials of the department, except that record typewriter ribbons may be used.

570. Correspondence with Diplomatic Officers, Territorial Officials, etc.—All official communications with diplomatic and consular officers and other representatives of foreign Governments in the United States and in foreign countries must be transmitted through the Secretary of State.

All official communications or reports from or to executive officers of the Territories or territorial possessions of the United States and all official communications or reports relating to territorial matters from and to all executive officers of the United States stationed in such Territories or territorial possessions must be transmitted through the Secretary of the Interior, with the following exceptions:

(a) Official communications with executive officers of Porto Rico and the Phillipine Islands, which are under the jurisdiction of the War Department, must be transmitted through the Secretary of War.

(b) Correspondence between the Governor of Alaska and the Secretary of Agriculture regarding the administration of the game laws in Alaska will be conducted directly between these two officials.

(c) Official communications with executive officers of the island of Guam and the Virgin Islands, which are under the jurisdiction of the Navy Department, must be transmitted through the Secretary of the Navy.

571. Communications with American Diplomatic and Consular Officers Abroad.—The Department of State should be requested by a communication from the Secretary of Agriculture to transmit any information or instructions that this department may desire to communicate to diplomatic and consular officers abroad.

The diplomatic and consular officers abroad frequently are unfamiliar with the names of the administrative officers of this department, consequently communications, especially telegrams, sent directly, only tend to cause confusion and delay.

In cases of great urgency requests for the dispatch of telegraphic instructions will be received by the Department of State by telephone if confirmed subsequently by letter.

572. Correspondence with International Institute of Agriculture.—Routine correspondence with the International Institute of Agriculture at Rome and the distribution of publications of the institute which are received by the department will be handled through the Bureau of Agricultural Economics.

Correspondence relating to appointments of permanent delegates to the institute and of delegates to the general assembly meetings, to appropriations, or to matters involving department policy in relation to the institute will be handled in the office of the Secretary.

573. Prompt Attention to Correspondence.—All letters requiring a reply, received in the bureaus or referred to them by the Secretary, shall be answered within three days after their receipt in the department. If for any reason a complete reply can not be made within that time, the letter should be acknowledged immediately, stating approximately when a complete reply will go forward.

574. Cooperation in Correspondence Pertaining to more than one Bureau.—A request for information concerning the technical work or administrative policies of more than one bureau should be answered by the receiving bureau regarding its own work, with a statement indicating to which other bureau or bureaus the letter is being referred for further reply. The reference to each bureau concerned should include the original or copy of the correspondent's inquiry together with copies of the replies of all other bureaus in order that the bureau to which reference is made may be informed of the action already taken.

When the matter to be dealt with by another bureau is of only a minor character it is ordinarily sufficient for the bureau receiving the inquiry to secure the necessary information from the other bureau concerned by telephone or in such other informal way as will insure dispatch in order that the correspondent may promptly be given a complete reply.

In all such cases where the reply is for the signature of the Secretary the letter should not be presented to him until it bears the initials of the chiefs of all bureaus concerned in the subject matter, including the solicitor, if a legal point is involved.

575. Standardization of Department Stationery.—Orders for printed letter heads shall be made upon the Public Printer through the Office of Publications.

The printing will be arranged in three lines, as follows:

United States Department of Agriculture
Bureau of Animal Industry
Washington, D. C.

The type to be used should be gothic, 8-point for the first line, 6-point for the second line, and 5-point for the third line.

When authorized by the chief of bureau, the official designation of a subordinate office may appear in the

upper left-hand corner in 5-point gothic type, as follows:

United States Department of Agriculture
Bureau of Animal Industry
Washington, D. C.

Pathological Division

Letterheads of half size (8 by $5\frac{1}{4}$ inches) or two-thirds (8 by 7 inches) may be used for brief informal and intradepartmental correspondence but should not be used for formal or interdepartmental correspondence.

576. Names on Letterheads.—No individual's name shall appear on any letterhead used in the department.

577. Use of Penalty Envelopes, Labels, etc.—The use of penalty envelopes to avoid payment of postage on other than strictly official business is absolutely prohibited. Penalty envelopes, labels, etc., containing official mail matter must bear the words "Official business."

Under the provisions of section 496 of the Postal Laws and Regulations penalty envelopes, labels, etc., containing or attached to official mail matter shall contain the following indicia in the relative positions indicated for use in the District of Columbia:

United States Department of Agriculture Bureau of _____ Washington Official Business	Penalty for private use to avoid payment of postage, \$300
---	--

or for the field offices:

United States Department of Agriculture Bureau of _____ Official Business	Penalty for private use to avoid payment of postage, \$300
---	--

When an employee of the department writes to a private party on official business for information of value to the department he may inclose with his letter an official envelope properly addressed to himself to cover the reply.

Penalty envelopes or penalty labels must not be furnished merchants or others from whom articles are purchased for the delivery of such articles by mail, nor shall penalty envelopes be furnished by any employee of the department to persons not in the employ thereof, or who are not employees of the Government, for transmission through the mails, free of postage, of any other matter other than official information and indorsements relating thereto. Penalty envelopes addressed to the department may, however, be furnished to publishers to be used by them in transmitting copies of their publications for which no charge is made when such publications contain official information of value to the department. Penalty envelopes bearing a return address may also be supplied to persons in possession of public documents for use by them in returning such documents to the department. (Laws 842, 844, 922.)

578. Lists of Manufacturers and Dealers Furnished to Correspondents.—When lists of manufacturers, dealers, breeders, etc., are furnished correspondents, it should be clearly indicated that the inclusion of names does not imply the department's indorsement of certain firms to the possible detriment of others, or that the lists necessarily include all dealers in a certain line.

579. Uniformity in Proclamations and Executive Orders.—All drafts of proposed Executive orders and proclamations originating in the department should be clearly typewritten on paper foolscap size without erasures or interlineations and without pen or pencil correction, and prepared in the following form:

Proclamations

By the President of the United States of America

A PROCLAMATION

(Insert text of proclamation)

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the United States to be affixed.

DONE at the City of Washington this _____ day of _____ in the year of our Lord one thousand nine hundred and twenty _____, and of the Independence of the United States of America the one hundred and forty _____.

(Space for President's signature)

By the President:

(Space for signature)

Secretary of State.

A space $4\frac{1}{4}$ inches in diameter should be left vacant on the left hand-side for the seal.

2. The recital in a proclamation should be so spaced that the closing paragraph or a part of the closing paragraph shall be on the same page with the formal recital at the end, the object being to avoid the possibility of an insertion after the proclamation has been signed.

Executive orders

EXECUTIVE ORDER

(A descriptive heading is optional).

(Insert text of Executive order).

The White House,

(Date) (Month written in full, with the day and year in figures.)

580. Rush Slips.—The chief clerk of the department will order and keep on hand at all times for distribution to the various bureaus a supply of standard rush slips.

Rush slips are not to be used except where actually necessary, and when used they should in all cases bear the initials of the person attaching them and be affixed to the upper right-hand corner of the letter or other paper.

No orders for the printing or multigraphing of especially designed slips will be honored except upon approval of the chief clerk of the department.

PUBLICATION AND INFORMATIONAL WORK- DEPARTMENT PUBLICATIONS

GENERAL

581. Serial Publications.—All bulletins, circulars, and reports of the department, except those listed in paragraph 582, shall be included in five series, as follows:

(a) *Farmers' bulletins*: Farmers' bulletins should be concise, specific statements in nontechnical style of the present state of knowledge regarding subjects coming properly within the range of the department activities. Recommendations and directions for procedure in modern agricultural practices are especially desired. These bulletins should be short, usually from 8 to 16 pages.

(b) *Department bulletins*: Department bulletins should be technical discussions of facts or conditions of importance to agriculture. They should contain primarily the results of the experimental work of the department or summaries and articles written by department writers presenting information of special value to agricultural investigators, teachers, students, and operators.

(c) *Statistical bulletins:* Statistical bulletins shall contain statistics relating to one or more closely related agricultural commodities. They will include all available statistics, annual, monthly, or weekly, according to the data, and as seems best in each case. In addition to the statistics for the production year given in each bulletin, comparable data will be given for as many years in the past as it seems desirable to include, for use in noting trends. They will also include, in so far as possible, statistics of production, movement from the farm, receipts at principal markets, reshipments, farm and market prices, exports and imports, production in foreign countries, and foreign market prices.

(d) *Department circulars:* Department circulars should carry the less technical and more informational contributions designed for scientific and limited mailing lists.

(e) *Miscellaneous circulars:* Miscellaneous circulars should include those publications of the department of a miscellaneous nature which do not fall within the divisions of farmers' bulletins, department bulletins, statistical bulletins, or department circulars, or which are of other than regular octavo size.

No manuscript will be approved for publication in the farmers' bulletin, department bulletin, statistical bulletin, or department circular series unless it is to be published in the regular octavo size, and with the regular approved standard cover design for the series. Manuscripts will not be published in any other than the regular octavo size except in most unusual cases, and then only as approved by the official in charge of publications. All odd-size publications will bear a number of the miscellaneous circulars series.

As a general rule, it is intended that the highly technical contributions to the fundamental sciences should be published in the Journal of Agricultural

Research; that the more general discussions—additions to scientific knowledge—be published as department bulletins; that the less technical discussions, summaries, and other contributions designed for special distribution, be included in the circular series, while the popular condensed discussions for the use of the general public be included in farmers' bulletin series.

582. Publications Other Than Department Series.—The following publications will not be included in the departmental series:

(a) The annual reports and other publications and reports required by statute.

(b) The Yearbook, Yearbook Separates, North American Fauna of the Bureau of Biological Survey, Seed and Plant Introduction Inventory of the Bureau of Plant Industry, and the "lists" of the Office of Publications, which are specialized serial publications.

(c) The periodical publications of the department which have been approved by the Bureau of the Budget as follows:

The Official Record, Crops and Markets, with a monthly supplement, Journal of Agricultural Research, Experiment Station Record, Monthly Weather Review, Clip Sheet, Public Roads, Weekly Weather and Crop Bulletin, and the Snow and Ice Bulletin.

(d) The Service and Regulatory Announcements.

(e) Office circulars and any special circulars, whether printed or mimeographed. These should be numbered in inconspicuous type, and at least two copies forwarded to the document collection of the main library at the time of issue.

583. Character of Papers Submitted for Publication.—Bureau chiefs should submit for publication from their bureaus only such papers as are in accordance with the general policy that papers issued by the department, whether of a propaganda, a descriptive, or

an investigational character, shall possess a definite constructive value in relation to the work of the department.

584. Annual Report of the Secretary.—The Secretary shall annually make a general report of his acts to the President and to Congress. This report will deal with such matters as the Secretary may desire to submit to the President and to Congress.

The manuscript will be furnished to the Public Printer not later than November 15, and the final proof returned to the Public Printer not later than November 20. (Law 811.)

585. Annual Reports of Chiefs of Bureaus.—Each chief of bureau shall annually make a report to the Secretary for transmission to Congress. Manuscripts of these reports must be submitted to the Secretary not later than September 30 and will deal only with the work performed and results accomplished during the preceding fiscal year. The manuscripts of those which the Secretary decides shall be printed will be furnished to the Public Printer not later than October 15. The final proof must be returned to the Public Printer not later than November 10. (Law 811.)

586. Yearbook of the Department.—The Yearbook of the department shall contain a general report of the operations of the department and such papers, accompanied by suitable illustrations, as shall, in the opinion of the Secretary, be specially suited to interest and instruct the farmers of the country.

587. Journal of Agricultural Research.—Papers for the Journal of Agricultural Research shall be concise reports of the essential data and conclusions of original research of direct or indirect importance to agriculture. Historical introductions, as well as bibliographies, must be reduced as far as is consistent with clearness. In general, an article should not be more than 10 to 12 pages in length.

588. The Official Record.—The Official Record shall be a weekly publication containing official orders, memoranda, miscellaneous information concerning the activities of the department, and such other matter as should be brought to the attention of employees, cooperators, and others who have to do with the department's work.

589. Crops and Markets.—Crops and Markets shall contain statistics concerning crops and livestock estimates and market information for the use of employees and cooperators of the department and for permanent reference in libraries; it shall contain reports on supplies, stocks, commercial movements, condition and prices of agricultural products covered in the work of marketing and crop estimating and studies of prices and demand both foreign and domestic.

590. Service and Regulatory Announcements.—Service and regulatory announcements shall contain such notices of judgment, decisions, and other information as may be necessary in the enforcement of regulatory acts. These announcements shall be printed in octavo size, bearing the name of the bureau, the number of the publication, and date of issue, and the words "Service and regulatory announcements."

Service and regulatory announcements will be issued only as may be required to comply with the law. Issuance of regular service and regulatory announcements will not supersede the publication, in other forms, of notices of judgment or quarantine, and decisions, orders, or other announcements requiring immediate publication or which are necessary for the proper enforcement of the regulatory acts. Where individual publications are essential they will be printed in octavo size.

591. Manuals and Handbooks.—When it is proposed to publish a voluminous manual, handbook, or treatise relating to any phase of the agricultural

industry, the matter should be submitted to the official in charge of publications for his approval before actual preparation of the manuscript is undertaken. An outline should also be prepared for the information of this official indicating in general terms the proposed treatment of the subject, the probable size of the publication, the number and character of illustrations, and such other information regarding its scope and purpose as will permit intelligent consideration of the matter.

592. Reference Lists.—To facilitate the use of the publications of the department, classified reference lists of both the farmers' bulletin series and the department bulletin series will be issued.

593. Submission of Manuscripts.—All manuscripts for publications should be submitted direct to the official in charge of publications, accompanied by a statement to the effect that the chief of the bureau has given thorough consideration to such manuscript. The statement should show:

- (1) The title of the manuscript and the series in which it is recommended that it be published.
 - (2) That the bureau chief personally has read the manuscript.
 - (3) The authority under which the work reported was done.
 - (4) The need and purpose of the publication.
 - (5) That the information contained is unpublished or not available.
 - (6) That statistics and computations have been verified and are correct.
 - (7) The timeliness of the publication.
 - (8) Suggested distribution of the publication.
- It must be established that the publication of a manuscript is necessary before the department sends it to the printer. The chief of the bureau must hold himself responsible for the information contained in

the manuscript and should personally inform himself of the details of all the manuscripts submitted. The summary of reasons will enable the official in charge of publications to give more intelligent consideration to all manuscripts.

594. Requests for Reprints of Publications.—All requests for reprints of department publications should be submitted to the official in charge of publications with a memorandum signed by the chief of the bureau, showing:

- (1) That the publication has been personally read by the chief of the bureau.
- (2) That the material is up to date and requires no revision.
- (3) The present need for the publication.
- (4) That the same material has not been incorporated in a later bulletin.

When the official in charge of publications thinks it desirable to have a publication reprinted to replenish his stock, he will take the matter up with the bureau concerned, and if no revision is desired the bureau will submit the request for reprint, with the memorandum referred to above.

595. Numbering and Changes in Revisions and Reprints.—When a bulletin or circular is to be reprinted without change or modification of text, there will be no change in title, number, or date. Correction of typographical errors, the substitution of a new title page in a farmers' bulletin, and the addition of the "Organization list of the department" may be made and will not be considered as a revision.

The date of reprint will not be shown on bulletins and circulars.

When changes consist simply in bringing the information up to date, and when the text matter remains practically the same, the old number and title should be retained. A footnote should call attention to the fact that the publication is "Revised ----- 192--"

When a fundamental or material change is made in text or the publication is rewritten, a new number, or a new title and number should be assigned. A suitable statement should explain that it "supersedes" the publication which it replaces.

In transmitting manuscripts for revised or rewritten bulletins or circulars to the official in charge of publications, bureau chiefs should suggest whether the publication should carry the old title and number, a new number, or a new title and number.

596. Handling of Manuscripts in the Office of Publications.—To facilitate the publication of manuscripts and to effect economies in printing, the following instructions should be followed:

(a) Authors will prepare their manuscripts with the understanding that once the manuscript leaves the author's hands it is in final form and subject only to such further changes of text in galley or page proof as are authorized by paragraph 597. With the adoption of this policy it will be necessary that authors consult workers on related subjects in other bureaus before finally submitting their manuscript for publication, and all matters as to which there are differences of opinion must be settled in advance. A statement showing the workers in other bureaus who have been consulted shall be incorporated in the letter transmitting each manuscript to the official in charge of publications.

(b) Upon receipt of a manuscript by the Office of Publications all bureaus will be notified and given an opportunity to see the manuscript if desired. Immediate consideration must be given such manuscripts which must be returned to the Office of Publications with any criticisms or recommendations within three days. If requests to see the manuscript are received, the originating bureau will be called upon to furnish not to exceed two additional copies.

(c) Clean copy greatly facilitates prompt publication and reduces the danger of errors; therefore, extensive additions or corrections in manuscript should be avoided. Copy should be sent flat, numbered consecutively, typewritten double space, unless reprint, and each page should begin with a paragraph. Write on one side of paper only. Duplicate copy of reprint must be furnished when possible if both sides are to be used. Tabular matter should be on separate pages.

(d) Due regard will be given to adequate treatment of subjects but so far as possible farmers' bulletins will be limited to 16 printed pages and department bulletins to 48 pages.

597. Corrections and Alterations in Proof.—Every effort must be made to reduce to a minimum the charge against the printing fund due to authors' corrections and alterations in galley and page proofs. The necessity for alterations in proof would be practically avoided if all manuscripts or copy were carefully edited, revised, or otherwise perfected before submission for printing. Only such changes as are absolutely necessary should be made in the proof. When a manuscript has advanced to galley or page proof, ordinarily it is too late to undertake to improve the language, form of expression, capitalization, paragraphing, etc.

The Style Book of the Government Printing Office is the standard for all branches of the Government and should be followed in the department.

598. Illustrations.—To prevent duplication of work, authors of contemplated illustrated articles should, so far as practicable, submit the outlines of proposed illustrations to the section of illustrations of the Office of Publications, which will prepare the drawings and photographs necessary to meet the requirements of reproduction.

Only illustrations which elucidate the text will be used, the number in each publication being subject to the approval of the official in charge of publications.

Copy for all illustrations must be sent by the Office of Publications to the Public Printer, who has instructed the officials in charge of publication work at the Government Printing Office to receive no cuts made by departments.

Every precaution should be taken in handling all kinds of illustrations, including halftones. It is particularly important that charts, graphs, and colored illustrations shall be correct in every detail when submitted. The various figures appearing in the illustrations should be shown in correct proportion and relation; in colored illustrations the colors should be correct and the legends should properly describe the subject matter of the illustrations.

In reading manuscripts it is desirable that bureau chiefs pay particular attention to the illustrations so that they can say that the drawings submitted, as well as the text, are correct.

The following form letter will be signed by bureau chiefs and attached to all manuscripts which include illustrations:

To the Secretary of Agriculture.

I have examined the illustrations, in number, submitted with the manuscript recommended by me for publication as . All these illustrations are necessary and relate entirely to the transaction of public business.

They are correct in all details, including proportions, and the legends correctly describe the subject matter of the illustration.

Respectfully,

Chief.

599. Covers for Publications.—Excepting such publications as may be considered to be ephemeral in

nature, department bulletins and circulars of 32 pages or over shall carry covers. If, in the opinion of the chief of the bureau, any bulletin of less than 32 pages deserves a cover for some special reason, the matter should be presented to the official in charge of publications for decision.

600. No Reference in Department Publications to Commercial Institutions or Private Enterprises.—Generally it is contrary to the policy of the department to refer by name in any of its publications to commercial institutions or private enterprises. The purpose of this policy is to avoid the use of the department as a medium for advertising. To this end, and in order to avoid any complications which later might arise, when any branch of the department enters into cooperation with such an institution or enterprise it should be explicitly understood at the time the work is commenced that no reference will be made by name to the cooperating institution or enterprise, or to any individual connected therewith, in anything published by the department.

601. Style of Type.—Ten-point solid type shall be generally used in department publications. In publications where no saving will result leaded type may be used.

Publications of 12, 28, 44, and 60 pages are undesirable and should be avoided wherever possible.

Authors and editors shall watch very carefully the number of pages in bulletins. A full bulletin page of 10-point solid type runs about 648 words to the page; 10-point leaded about 528 words; 8-point leaded about 759, and 8-point solid about 1,005 words.

602. Department Committee on Terminology.—The department committee on terminology will establish a uniform practice in the use and spelling of words, and use of terms in department publications. Questions relating to terminology will be submitted to the com-

mittee by the official in charge of publications when they arise in connection with the editing of manuscripts or such matters may be referred to the committee direct by bureau chiefs.

The terminology committee will from time to time submit suggestions and recommendations to the Secretary with a view to establishing uniform titles for department workers who hold the same relative positions in the various bureaus, and also to establish uniform names for the different bureau subdivisions, making such surveys as may be necessary for this purpose.

All communications should be through the Assistant Secretary who will be chairman of the committee.

603. Editorial Committee of the Journal of Agricultural Research.—The selection of articles for publication in the Journal, all matters pertaining to its management, and the decision as to the separates to be reprinted therefrom, are vested in a special editorial committee appointed by the Secretary.

604. Material for Outside Publication or for Radio Addresses.—Employees of the department may prepare articles and textbooks for publication, and addresses for broadcasting by radio, upon special subjects connected with the policies and unpublished work of the department. Work of this character, however, should not be allowed to encroach upon the time, energy, and attention required by employees for the effective prosecution of their departmental duties, whether in research, extension, or other work, and should be undertaken only after submittal of a definite outline of each such contemplated publication or radio address for thorough consideration and approval by the chief of the bureau or bureaus concerned and by the officer in charge of publications. The manuscript in its final form should then be submitted to the chief of bureau or bureaus concerned and the officer in charge of publications for approval before release.

This procedure should be followed whether or not compensation is expected, except that articles on strictly agricultural subjects of a purely local character, prepared by the demonstration or other local agents of the department for the information and guidance of farmers in their respective districts, may be published in county or other papers of restricted distribution, or radio addresses of similar purport may be delivered, upon the approval of such articles or addresses by the district or State supervisory officer. Such officers should not, however, permit the publication or broadcasting of any matter of a controversial nature or which does not strictly pertain to the work under their charge.

Authors should notify the librarian of the department when articles or radio addresses prepared by them are published in outside journals or papers. If the librarian does not have copies of publications containing articles, authors are expected to furnish the librarian a copy of each article or radio address as it finally appeared or was broadcast, either in printed or manuscript form.

The preparation by employees of the department of books or articles or radio addresses on subjects not including the unpublished results of department work nor including a discussion of the policies of the department is not contemplated in the foregoing, but is subject to the limitations upon other forms of outside work prescribed by paragraph 44 of these regulations. If the books or articles or radio addresses relate to published work of the department, or if the author's connection with the department is in any way shown, the approval of the chief of the bureau having jurisdiction over the subject matter discussed must be secured. (See paragraphs 656, 659, and 661.) (Paragraph amended; effective September 27, 1924.)

DISTRIBUTION AND MAILING.

605. Supervision of Distribution.—The official in charge of publications shall direct the distribution of

all publications of the department, although the actual mailing of such publications will take place at the Government Printing Office.

To mail publications to an individual, a request, approved by the chief of the bureau or person designated by him, and accompanied by the necessary addressed frank, should be made on the Office of Publications. This request will be forwarded to the office of the Superintendent of Documents, where the publications will be mailed.

Orders, instructions, decisions, notices, and circul-
ars of information, including publications to be distributed to foreign countries, will be mailed from the mailing room of the Office of Publications.

No private individual or corporation will be sent more than 50 copies of any one publication, except on approval of the Joint Committee on Printing. (See Regulations of the Joint Committee on Printing.)

606. Complimentary Notice.—No publications of any kind distributed shall contain any notice that the same is sent "with the compliments" of an officer of the Government, or with any special notice that it is so furnished, but an acknowledgment of its receipt may be requested.

607. Distribution of Periodicals.—The free distribution of periodical publications will be limited to the following groups, and no name will be placed upon the mailing list except upon specific request of the person desiring the publication, or upon authorization of the Secretary.

- (a) Libraries.
- (b) The press.
- (c) Employees.
- (d) Cooperators.
- (e) Collaborators.
- (f) Workers in agricultural colleges and experiment stations.
- (g) Agricultural associations.

Others may purchase these publications by subscription from the Superintendent of Documents, Government Printing Office.

The Office of Publications will pass upon all requests for department periodicals. Applications received by the bureaus should be forwarded to that office with the bureau recommendation.

Form letters will be issued advising applicants who can not qualify under any of these groups as to how the publication may be obtained by subscription from the Superintendent of Documents.

608. Preference in Distribution.—In the distribution of the regular publications of the department (excepting farmer's bulletins, emergency circulars, or circulars of general interest, which are issued in large editions and are distributed by regular mailing lists and to miscellaneous applicants) within the United States, Canada, Cuba, and Mexico, preference should be given to libraries, educational and scientific institutions, the press, State, Federal, and foreign officials connected with agriculture, exchanges, and those persons rendering tangible service to the department, either by active cooperation or special correspondence, or those particularly interested in the work. Miscellaneous applications will be filled as long as the supply lasts after which applicants should be informed that the publications can be secured from the Superintendent of Documents, Government Printing Office, Washington, D. C., and should be advised the price at which the publications may be obtained.

609. Distribution of Service Announcements.—The number of persons carried on the mailing list to receive copies of announcements free should be reduced to the least possible, or legal, minimum, and, as far as practicable, not more than one copy should be sent to any individual. The Superintendent of Documents establishes a subscription price for these announce-

ments, single number and bound volumes, in order to supply any demand beyond that covered by the free distribution.

610. Distribution of the Journal of Agricultural Research and Its Separates.—The free distribution of the entire Journal is confined to agricultural colleges, technical schools, experiment stations, libraries of large universities, Government depositories, and such institutions as make suitable exchanges with the department. No copies are available for free distribution to individuals.

Separates of the different papers appearing in the Journal are usually available for distribution within a short time after the number of the Journal containing the articles is issued. Each bureau of the department controls the distribution of the reprints of the articles emanating therefrom. The number of reprints is limited to 1,500. A mailing list of institutions and special individuals interested only in certain technical subjects is kept on file, to whom appropriate reprints of the Journal are distributed. The regulations governing the distribution of technical bulletins will also govern the distribution of the separates from the Journal.

611. Informational Material for Dissemination Through the Press.—The press service will be the medium through which material prepared in popular form will be released to the press or to such news syndicates as supply matter of that character in plate and ready print form to the newspapers. The chief of each bureau shall designate a member of his staff to cooperate with the press service in the gathering and preparation of such articles which, prior to issue, shall be approved by the chief of the bureau and by the Secretary, or other official to whom the Secretary may delegate such authority.

612. Mailing of Publications Within the United States.—In submitting manuscripts of publications chiefs of bureaus shall indicate on the appropriate form, by the use of key numbers, the particular portions of their mailing lists (now in the possession of the Government Printing Office) to be covered by the distribution. The official in charge of publications will transmit this key of distribution, with full instructions, to the Public Printer at the time the request for printing goes forward, in order that the publications when issued may be promptly mailed from the Government Printing Office.

The 200 copies of publications for the use of the originating bureau will be issued as heretofore by the Office of Publications, and that division will keep on hand a limited supply of all publications for the use of the bureaus in their official work, but not for mailing, except where it is necessary to transmit a publication with a letter.

613. Bureau Foreign Mailing Lists.—Where circumstances warrant, foreign mailing lists may be maintained under control of the various bureaus for the distribution of publications with which they are concerned. All additions or changes in the lists will be sent directly to the Office of Publications, where the lists are maintained on addressograph plates. One copy of each bureau list will be filed in the main library for its information in connection with obtaining exchanges, and will be kept strictly current by information supplied by the Office of Publications.

The Office of Publications will keep a record of all foreign postage paid for the various bureaus and make monthly report thereof to the chief clerk of the department, who will take the necessary steps to reimburse the appropriation of the Secretary's office from the appropriations of the various bureaus for the amount of foreign postage paid each quarter. (Paragraph amended; effective April 6, 1925.)

614. Revision of Mailing Lists.—All foreign mailing lists shall be revised at least once in two years.

615. Library Mailing Lists.—The library of the department will maintain (a) a list of foreign libraries and institutions (library list) which receive all the publications of the department; (b) lists of libraries and institutions which receive regularly the Yearbook and the farmers' bulletins; and (c) an exchange list to which is sent regularly the monthly list of publications of the department. No general consular list will be maintained, and any distribution to these officials must be specially arranged for each publication that it is desired to send and be approved by the official in charge of publications.

616. Miscellaneous Foreign Requests.—Miscellaneous foreign requests, including requests for publications selected from the monthly lists, received by bureaus from other than special correspondents to whom the department is under obligation to grant the request, shall be referred to the librarian of the department, who, in determining whether the applicants are entitled to receive publications free of charge, shall be governed by the regulations bearing on the distribution of publications to foreign addresses. All requests from applicants who, in the opinion of the librarian, are not entitled to receive the publications free of charge, shall be referred to the Office of Publications, and the official in charge of that office shall inform the applicants as to the possibility of obtaining the publications from the Superintendent of Documents.

617. Exchanges Received.—When arranging exchanges with institutions, societies, and journals, the bureaus shall request that the exchanges be addressed to the library of the department, unless it is ascertained upon inquiry that the library is already receiving a sufficient number of copies.

618. International Exchange, Smithsonian Institution.—All publications, except the Experiment Station Record, regulatory announcements of interest and value

to foreign countries, the Journal of Agricultural Research and reprints of articles therefrom, documents sent to reviewing journals, and those for which bureau chiefs desire prompt delivery, will be sent to addresses which can not be reached under the penalty frank—that is, all foreign countries except the territorial and island possessions of the United States, Canada, Mexico, Cuba, the Republic of Panama, and the United States Naval Hospital, Yokohama, Japan—by means of the International Exchange through the Smithsonian Institution. The excepted publications referred to will be mailed direct from the Office of Publications under postage.

619. Requisitions.—The official in charge of publications will make and sign all requisitions on the Public Printer for printing or binding chargeable to the printing fund of the department and will conduct all negotiations with the Public Printer regarding all forms of department printing. No communication or papers pertaining to work chargeable to the printing fund will be recognized by the Government Printing Office officials unless they bear the stamp of the Office of Publications.

620. Letterheads and Printed Cards.—All requisitions for the printing of letterheads will be made on the Public Printer through the Office of Publications of the department, and all printed cards required by bureaus of the department for use in the continuance of card-index systems, or in the establishment of new systems, must be procured from the Government Printing Office through the Office of Publications.

621. Expenditure of the Printing Fund.—In the expenditure of the printing fund preference will be given to new scientific publications and emergency printing.

622. Rush Orders for Printing of Forms.—The quantity of blank forms and other necessary printed material on hand should be maintained uniformly so

as to avoid the necessity for submitting rush orders for the printing of material which has become exhausted.

The Director of the Budget has pointed out that the submission of requisitions for printing involving the payment of the 20 per cent additional charge for rush work is a serious and costly affair, deranging the plans of the Government Printing Office and making impossible the orderly handling of the great volume of printing work.

All printing requisitions involving the payment of the 20 per cent additional charge shall be accompanied by a full explanation as to the cause and necessity for the rush work and shall be approved by the Secretary.

623. Cooperation in Purchase of Supplies for Editorial and Distribution Work.—In order that there may be maintained in the Office of Publications an adequate stock of paper and envelopes, bureaus shall set up as of July 1 each year a liability based upon expenditures for supplies incurred for their account by the Office of Publications during the preceding fiscal year.

These liabilities will be taken up on the books of each bureau and carried as a reserve, subject to the order of the Office of Publications. The Office of Publications will draw requisitions for paper and envelopes against the fund so created and will transmit such orders through the bureaus in each case for initial and record. Orders will be prorated in such manner as to proportionately reduce the liabilities carried on the books of each bureau.

A monthly itemized statement of the value of all supplies used for the account of each bureau will be rendered by the Office of Publications and at the end of each fiscal year adjustments will be made on the basis of the actual cost of the supplies used. Should it appear that the liability carried by any bureau is in excess of its requirements, the excess will be released

not later than June 1 of each fiscal year in order that the money may be available to the bureau for other purposes.

624. Field Printing.—The Joint Committee on Printing of the Congress has authorized the department to do such field printing as may be urgent or necessary, elsewhere than in the District of Columbia, for the exclusive use of any field service outside of the said District, providing the same is within the limitations set by the committee for expenditure for this purpose from the appropriation for printing and binding.

When any bureau requires printing in the field, under the above authorization, a memorandum stating the necessity or urgency of the printing and the estimated cost, shall be addressed to the official in charge of publications, who shall, if a proper charge against the appropriation, approve the same, and notify the chief of the bureau and the office of accounts, office of the Secretary, in writing, of the approval.

When the work is completed, a voucher in favor of the firm doing the work, certified, approved, and accompanied by a voucher schedule, and samples of the work, shall be forwarded by the bureau to the official in charge of publications, who shall approve the same, if correct, detach samples of work, and forward it, with the schedule, to the office of accounts, office of the Secretary, for suitable record and transmission to the disbursing clerk of the department for payment. (Laws 869, 985.)

ANNUAL REPORTS TO CONGRESS—FINANCIAL AND OTHER STATEMENTS

625. Annual Report of the Secretary.—(See paragraph 584.) (Law 811.)

626. Annual Reports of Chiefs of Bureaus.—(See paragraph 585.) (Law 811.)

627. Regular Estimates of Appropriations.—The regular estimates of appropriations shall be submitted by chiefs of bureaus and offices for consideration and action by the Secretary annually, as prescribed by law and by the requirements of the Bureau of the Budget and the Congress. (Law 993.)

In preparing estimates of appropriations the chief of each bureau should have in mind the urgent need for economy in Government expenditures. Each project should be carefully considered to determine whether further expenditures are justified, whether the project might not be discontinued and the appropriation decreased without detriment to the work, or whether the funds might not be transferred to more promising lines of work.

New proposals and increases should be explained in clear and concise statements prepared in such manner as to readily permit their individual consideration and approval or disapproval. These explanatory notes should indicate clearly and specifically the need for the increase and exactly how it is proposed to use the additional funds requested; in other words, show the basis for the recommendation, including detail as to increased personnel, travel, equipment, or other objects of expenditure.

It is important that new items of appropriation or changes in existing items be so phrased as to express in unequivocal terms what the department plans to do. Chiefs of bureaus should avail themselves of the services of the solicitor to determine whether the estimates, if adopted by Congress and enacted into law, are legally sufficient to accomplish the intended purposes. This can best be done by personal conferences with the solicitor so that he will thoroughly understand just what it is intended to accomplish.

under a particular item. The solicitor will act only in an advisory capacity with respect to such matters.

The information requested below should be submitted by the chief of each bureau concerned.

(1) A statement setting forth in parallel columns the following information with respect to each item of appropriation, prepared on the prescribed form in accordance with instructions issued annually by the Bureau of the Budget. In preparing this statement, expenditures (actual and estimated) will be classified under the objects of expenditure prescribed by the Comptroller General in General Accounting Office No. 1, dated May 11, 1922, as amended:

First, the amount, if any, estimated to be expended for personal services during the ensuing fiscal year, and the amounts estimated to be expended for each other object of expenditure, including a statement of the estimated unit cost per cubic foot or otherwise of any construction work proposed to be done.

Second, the amount, if any, estimated to be expended for personal services during the fiscal year then current, and the amounts estimated to be expended for each other object of expenditure, including a statement of the estimated unit cost per cubic foot or otherwise of any construction work proposed to be done.

Third, the amount, if any, expended for personal services for the last completed fiscal year, and the amounts expended for each other object of expenditure, including a statement of the unit cost per cubic foot or otherwise of an construction work done. (Laws 970, 993, 1003, 1006.)

All lump-sum appropriations to be included in the estimates must be followed by the prescribed schedule of expenditures.

Estimates for printing and binding shall be incorporated in the general item for "Printing and binding,

Department of Agriculture," and not as a part of any estimate under any other appropriation.

(2) A statement of estimated amounts intended to be used for the purchase, maintenance, repair, or operation of motor-propelled or horse-drawn passenger-carrying vehicles during the fiscal year for which the estimate is submitted, specifying the sums required, the public purposes for which said vehicles are intended, and the officials and employees by whom they are to be used. (Law 954.)

Estimates should be furnished only with respect to Government-owned passenger-carrying vehicles; that is, Government-owned vehicles used primarily for the transportation of persons. No estimates should be submitted for vehicles used primarily for the transportation of commodities, such as drays and trucks, or with respect to saddle horses or motor boats.

Estimates for the "purchase" of vehicles should clearly indicate whether an exchange is contemplated, and, if so, a description of the vehicle to be exchanged must be furnished, together with the estimated allowance to be secured through such exchange.

Estimates for the "maintenance, repair, and operation" of vehicles should include all expenses necessary for the use of the vehicles, such as, in the case of horse-drawn vehicles, expenditures for harness, repairs to harness, forage, shoeing of horses, and the like, and in the case of motor-propelled vehicles, tires, gasoline, lubricating oil, repairs, new parts, and the like. (Laws 954, 1004.) (Paragraph amended; effective August 10, 1928.)

(Paragraphs 628, 629, revoked Aug. 10, 1928.)

630. Statement of receipts and expenditures of the Center Market.—Not later than November 1 of each year, the Chief of the Bureau of Agricultural Eco-

nomics shall submit to the office of the Secretary for transmission to Congress a detailed report of all revenues derived from the operation, and expenditures made on behalf of, the Center Market. (Law 992.)

(Paragraphs 631, 632, 633, revoked Aug. 10, 1928, March 11, 1929.)

634. Report of Useless Papers.—The chief clerk of the department shall submit to the office of the Secretary annually, for transmission not later than November 1, a report, prepared in triplicate, of the condition and character of any papers which are not needed or useful in the transaction of the current business of the department, and the proceeds derived from the sale of such useless papers. (Laws 855, 873, 899.)

(Paragraphs 635, 636, 637, 638, 639, revoked Aug. 10, 1928.)

640. Annual Reports Regarding the Construction of Rural Post Roads and National Forest Roads.—Chief of the Bureau of Public Roads and the Forester shall submit to the office of the Secretary annually, not later than November 15, in triplicate, the following reports for the preceding fiscal year, prepared in accordance with the requirements of section 8 of the Federal aid road act of July 11, 1916; section 8 of the post office appropriation act of February 28, 1919; and section 19 of the Federal highway act of November 9, 1921:

- (a) A detailed statement of the work done.
- (b) The status of each project undertaken.
- (c) The allocation of appropriations.
- (d) An itemized statement of receipts, and expenditures for traveling and other expenses.
- (e) A list of employees, their duties, salaries, and traveling expenses.

(f) Recommendations, if any, for new legislation amending or supplementing the Federal highway act.

In preparing these reports expenditures for the construction of rural post roads and those for the construction of national forest roads and trails should be stated separately. The Chief of the Bureau of Public Roads shall prepare the reports regarding the construction of rural post roads and, in cooperation with the Forester, the reports regarding the construction of forest roads from the appropriations "Forest highways" and "Cooperative construction, etc., of roads and trails, national forests." The Forester shall, in cooperation with the Chief of the Bureau of Public Roads, prepare the reports regarding the construction of forest roads from the appropriations "Forest road development" and "Federal forest road construction." The reports of both bureaus on forest roads shall be uniform as to the manner of rendition, typing, and size of paper in order that they may readily be consolidated into one report for transmission to the Congress. (Laws 968, 994.)

(Paragraph 641 revoked Aug. 10, 1928.)

642. Reports of Work and Expenditures of Agricultural Experiment Stations and Colleges.—There shall be submitted to the office of the Secretary annually, as soon after November 1 as possible, the following reports prepared in triplicate:

(a) By the Chief of the Office of Experiment Stations, a report of the work and expenditures of the agricultural experiment stations in the several States and Territories, whether the appropriation of any State or Territory has been withheld, and if so, the reasons therefor.

(b) By the Director of Extension Work, a report of the receipts, expenditures, and results of the co-

operative agricultural extension work of the department and of agricultural colleges in the several States and Territories receiving the benefits of the funds provided under the Smith-Lever Act; whether the appropriation of any State or Territory has been withheld, and if so, the reasons therefor. (Law 889.)

643. Money Contributed in Connection with Co-operative Work.—In carrying on the activities of the Department of Agriculture involving cooperation with State, county, and municipal agencies, associations of farmers, individual farmers, universities, colleges, boards of trade, chambers of commerce, or other local associations of business men, business organizations, and individuals within the State, Territory, district or insular possession in which such activities are to be carried on, moneys contributed from such outside sources, except in the case of the authorized activities of the Forest Service, shall be paid only through the Secretary of Agriculture or through State, county, or municipal agencies, or local farm bureaus or like organizations, cooperating for the purpose with the Secretary of Agriculture.

Where the cooperating State, county, or municipal agency, or local farm bureau, or like organization is not prepared to disburse directly the funds contributed, a trustee should be appointed to handle its funds. With the approval of the Secretary, the disbursing clerk or other fiscal officer of the department may act as trustee to handle such funds, or, if preferred, the cooperator

may appoint as trustee a person who has no connection with the department. When the disbursing clerk or other fiscal officer of the department acts as trustee for a fund, he will deposit it in the Treasury; the bureau concerned will make the expenditures in compliance with the fiscal regulations, and at the conclusion of the work the disbursing clerk or other fiscal officer will render to the cooperator a statement of account.

In all cases where cooperative work is undertaken by the department, a memorandum of understanding should be entered into, setting forth the duties and financial responsibilities of all parties to the agreement and indicating the manner in which the funds are to be handled; that is, whether through a trustee or otherwise. The memorandum of understanding should also indicate the responsibilities and relations of collaborators who are to use the Government frank for the free transmission of correspondence and publications relating to the work.

Cooperative work should be planned so that the property or materials which result from the experiments or demonstrations shall remain the property of the cooperating agency unless such property or materials have been purchased at department expense. If possible, arrangements should be made with cooperators so that the department can secure full use of equipment or materials that may be necessary without acquiring ownership of them, thus avoiding the tying up of funds unnecessarily. This regulation will not apply to funds contributed for cooperative work which the Forest Service is by law authorized to disburse. (Laws 951, 969, 976, 988.)

644. Financial Statements for Congress.—All financial statements called for from time to time by Congress or any committee or member thereof will be handled through the office of the Secretary.

645. Project Statements.—Each bureau should maintain in its own files project statements in considerable detail, so that the data will be readily accessible whenever complete information in regard to a particular line of work is desired by the Secretary. These statements should contain the following data:

Bureau No. _____.

Bureau: (Name of bureau, division, office, or board.)

Title: (Should be short and clearly indicative of the work covered.)

Leaders: (Names of leader, and principal assistants if any.)

Objects: (State briefly and clearly the objects of the work. Do not confuse "Objects" with "Uses to be made of results" or with "Procedure.")

Procedure: (Here the method of approaching the problem defined under "Objects" should be concisely set forth. Where practicable, outline the plan for the entire period of time required to complete the work.)

Cooperation: (Indicate cooperative relations with other departments, bureaus, divisions, experiment stations, other organizations, or with private parties.)

Location: (Town, county, and State where practicable.)

Legal authority: (Title of the general appropriation and language of the specific clause of the appropriation or subappropriation from which to be paid.)

Proposed expenditures: (Estimated cost for current fiscal year; and, if practicable, approximate cost of project carried to completion.)

History: (State briefly.)

Date effective: (Date on which it is proposed that work on project shall begin.)

646. Reports of Progress.—Bureau chiefs must see that there are filed in some readily accessible place sufficient data regarding each project under their supervision to enable them to furnish, whenever called upon,

complete information regarding its status and progress. If necessary to accomplish this purpose, the project leaders in each bureau should be required to submit once a year (January 15) a report of progress upon each active project under their charge.

647. New lines of work.—In order to eliminate all possible duplication in the activities conducted by the department, the chief of bureau shall submit to the Secretary in writing the following information regarding any new activity or any new work of research or investigation the bureau contemplates entering upon: (a) The character, purpose, scope, and probable duration of the activity, and whether research or investigation; (b) whether such activity is required by law, and if so, reference to the specific law or laws; (c) the probable number of persons to be employed thereon during the current fiscal year and an estimate of their salaries; (d) an estimate of the cost thereof for the current fiscal year and of the probable total cost; and (e) a designation of the appropriation out of which the expenditures are proposed to be made.

The required data shall be submitted to the office of the Secretary, where it will be reviewed to determine the desirability of the undertaking proposed, its possible relation to the work of any other department, and the propriety of its being conducted as an activity of the Department of Agriculture. The completed report shall then be transmitted to the Bureau of the Budget for its consideration and approval or disapproval.

648. Classification of departmental expenditures.—The classification of expenditures prescribed by the Comptroller General of the United States in General Accounting Office Bulletin No. 1 dated May 11, 1922, as amended, will be maintained exclusively by ledger record in the bureaus and offices of the department. This classification should be so kept as to permit

prompt response to such calls as may be made for special statements and summaries; and to insure the currency of these records the Office of Inspection will from time to time conduct examinations of the bureau expenditure ledgers. (Law 993.)

649. Bureau Accounts.—Each bureau, division, and office will keep a system of accounts by major (group) projects, and records will be kept showing the amounts expended under each. With most of the bureaus the appropriations bill is so arranged that the various items of appropriation constitute definite accounts projects. In some cases a single appropriation may be so comprehensive as to make it desirable to establish a number of accounts projects, each sufficiently definite and independent to justify an accurate separation and distribution of funds. Expenditures shall be classified according to the objects of expenditure prescribed by General Accounting Office Bulletin No. 1 of May 11, 1922, as amended.

650. Monthly Liability Statements.—Monthly liability statements shall be prepared by every bureau, division, or independent office of the department, showing by appropriations and subappropriations the financial condition of such appropriations, subappropriations, and quarterly allotments thereunder. These statements shall be prepared in duplicate, the original to be forwarded to the Division of Accounts and Disbursements not later than five days after the close of each month, and the duplicate retained by the bureau.

651. Rendition of Quarterly Accounts by Disbursing Clerk.—The disbursing clerk of the department will submit his accounts current to the Secretary (chief clerk's office) and his schedules of disbursements and collections to the chiefs of the various bureaus for administrative examination not later than 20 days after the end of each quarter. The chiefs of bureaus will have the schedules carefully examined and com-

pared with the bureau records, such examination to be evidenced on the schedules by an indorsement accompanied by a statement of differences when any are found in the account. The examination must be completed and the schedules approved for the amounts found to be correct by the chiefs of bureaus and transmitted to the Secretary (chief clerk's office) with statements of differences, if any, within 30 days after receipt thereof. After the chief clerk has checked the schedules of collections with the Treasury certificates of deposit held by the disbursing clerk, the accounts current will be approved by the Secretary and (not later than 60 days after rendition of the accounts current) the entire quarterly account of the disbursing clerk assembled and delivered to the civil division, General Accounting Office. (Law 865.)

652. New Legislation.—All requests or recommendations for new legislation which, if enacted, will create the necessity for an appropriation, whether such requests or recommendations originate in the department or are referred to the department for advice or expression of opinion, must first be referred to the Director of the Bureau of the Budget by the Secretary of Agriculture for advice as to whether or not the proposed legislation is in conflict with the financial program of the President. Before finally transmitted to Congress by the department a notation indicating the action of the Bureau of the Budget will be appended. (Law 993.)

653. Allotments for Purchase, Maintenance, Repair, and Operation of Motor-Propelled and Horse-Drawn Passenger-Carrying Vehicles.—To aid the Secretary in the matter of making allotments for the purchase of motor-propelled and horse-drawn passenger-carrying vehicles, and for the maintenance, repair, and operation of such vehicles, within the amounts authorized for these purposes by the agricultural ap-

propriation acts, the chief of each bureau shall submit to the office of the Secretary annually, on or before May 15, estimates of amounts required by his bureau for these purposes during the ensuing fiscal year.

Estimates should be submitted only with respect to "Government-owned passenger-carrying vehicles"; that is, Government-owned vehicles used primarily for the transportation of persons. No estimate need be submitted for vehicles used primarily for the transportation of commodities, such as drays or trucks, or with respect to saddle horses or motor boats.

Estimates for the "maintenance, repair, and operation" of vehicles should include all expenses necessary for the use of the vehicles, such as, in the case of horse-drawn vehicles, expenditures for horses, harness, repairs to harness, forage, shoeing of horses, and the like, and in the case of motor-propelled vehicles, tires, gasoline, lubricating oil, repairs, new parts, and the like.

Motor-propelled and horse-drawn passenger-carrying vehicles may be exchanged in part payment for new motor-propelled and horse-drawn passenger-carrying vehicles when it seems desirable and in the interest of the Government to exchange such equipment rather than to make repairs, and this fact should be fully set forth in the recommendation of the chief of bureau for the purchase of any vehicle where an exchange is contemplated. (Laws 954, 978, 990, 1004.)

654. Disposition of Travel Authorizations.—Copies of authorizations for travel, station, and field expenses will be forwarded to the chief of the division of accounts and disbursements on or before the tenth day after expiration of the month within which issued, for transmission to the General Accounting Office. The material to be so treated comprises general or specific letters of authorization issued from the Washington office or from district or field headquarters, including every letter or memorandum which authorizes or defines

objects of travel or limits travel, designates territory or points to be visited, specifies rates of per diem allowance in lieu of subsistence, or which contains other evidence necessary in the administrative examination of travel accounts. (Paragraph amended; effective November 10, 1926.)

655. Condition of Work.—The chief of each bureau is required to submit to the chief clerk of the department not later than the 15th day of the month next after the end of each quarter of the fiscal year a written report indicating whether any part of the work of his bureau is in arrears, and, if so, the extent thereof and the reasons for the same, in order that the Secretary may make a quarterly report to the President as to the condition of the public business in the department. (Law 877.)

ATTENDANCE AT MEETINGS, DELIVERY OF LECTURES, EDUCATIONAL TRAINING OUT- SIDE WORK, SERVICE ON SCHOOL BOARDS, COMMISSIONS, COUNCILS, ETC.

656. Authority Therefor.—Authorizations for attendance at meetings by employees of the department will be confined chiefly to gatherings of farmers, live-stock growers, and others interested in agriculture (including horticulture and forestry) for the purpose of giving instruction or acquiring information. Authorizations to attend conventions of scientific societies or associations or to deliver addresses at schools, colleges, and other educational institutions, will be given only to a limited extent and then only for the purpose of acquiring or giving information on subjects directly relating to the work of the department. (See paragraph 659.) Each case will be considered by the Secretary on its merits upon recommendation of the chief of the bureau concerned. So far as practicable, where it is proposed to have more than one employee attend the same meeting, the recommendation to the Secretary should

cover all the employees involved. Chiefs of bureaus, however, may authorize the attendance of field employees at meetings occurring in the course of their regular official travel, or at the stations to which they are assigned, when such attendance will be in the direct interest of their work.

As a general rule, employees of the department, other than those stationed permanently or temporarily in localities for the prosecution of official work, will not be authorized to participate in meetings of local importance only. Requests for the detail of employees to attend such meetings will usually be referred to the State director of extension for consideration. He will be requested to use his best judgment as to whether a member of the extension force should be detailed to attend the meetings and to notify the department of the action taken by him, in order that those who made the requests upon the department may be advised accordingly. When employees in any bureau are detailed to attend any meeting, notice should be sent to the Director of Extension Service of the department immediately upon the acceptance of the invitation. The notice should give the name of the speaker and the subject to be discussed in order that the State director of extension service may be notified.

This paragraph does not apply to meetings which are regularly planned in connection with the cooperative agricultural extension work. (Law 931.)

657. Expenses Incident to Attendance.—Employees designated to represent the department at meetings of scientific and related societies for the purpose of acquiring information or to present facts of interest and value to the public will be allowed their usual expenses for travel and subsistence. Employees desiring to attend such meetings for the purpose of receiving instruction or training and not officially representing the department may in the discretion of the chief of bureau, be

granted permission to attend on official time, but will be required to bear personally any expense incurred. (Law 931.)

658. Fees and dues.—In no case shall any of the moneys appropriated for the department be expended for membership fees or dues of any employee of the department in any society or association. (Law 931.)

659. Lectures by Employees at Educational Institutions.—No employee of the department shall become a member of the faculty of any educational institution or deliver a regular course of lectures at such institutions, without the approval of the Secretary, secured through the chief of the bureau in which such employee is engaged. (Law 931.)

660. Educational training encouraged.—It is the policy of the department to encourage employees to take educational training, provided this work does not interfere with the performance of their regular duties.

(a) Leave of absence without pay to take advanced training or carry on graduate work in recognized educational institutions will be granted whenever advantageous to the service. Arrangements for such leave should ordinarily be made some time in advance. Applications must indicate the name of the institution the employee desires to attend, and the course or courses to be pursued, and must bear the approval of the chief of bureau concerned, who shall certify that the employee can be spared for the time required without detriment to the public service.

(b) Employees engaged on work connected with agricultural colleges, experiment stations, or similar public agencies, may be retained on the rolls at a nominal annual salary or on a per diem basis when it is deemed desirable that they should, in some way, continue their connection with the department in order to establish or maintain cooperative relations. Each case must receive the approval of the Secretary

upon the recommendation of the chief of the bureau involved.

(c) Ordinarily furlough or leave without pay will not be granted employees to engage in private or commercial work. However, the Secretary will consider applications for furlough or leave without pay from employees who wish to engage in outside undertakings. Such applications must indicate clearly the activity in which the employee proposes to engage and must bear the approval of the chief of the bureau concerned, who shall certify that the employee can be spared for the time required without detriment to the public service. (Paragraph amended; effective July 31, 1926.)

661. Outside Work.—No officer or employee in the department shall perform or be engaged in any work for private individuals, firms, companies, organizations, or institutions:

(a) If the outside work will prevent an employee from rendering full time service to the department.

(b) If the efficiency of the employee may be impaired by the performance of the outside duties, that is, where the outside duties are of such an onerous or fatiguing nature as to injure the health of the employee or to prevent him from doing his best work during official hours.

(c) If the work to be done in a private capacity may be construed by the public to be the official acts of the department.

(d) If the business connections to be established or property interests to be acquired may result in a conflict between the private interest of the employee and his official duty or tend to bias his judgment.

(e) If the doing of such work may involve the use of information secured as the results of employment in the department to the detriment of the public service.

(f) If such employment may tend to bring criticism on the department or cause embarrassment.

NOTE.—Employees will not accept office in, nor permit the use of their names in, the advertising matter of organizations commercializing the results of research work conducted by the department, irrespective of any merits which such enterprises may appear to possess. See paragraph 696.

(g) If the work relates to a written discussion of policies or official work of the department, except as provided for in paragraph 604.

(h) If the work involved teaching, or the giving of instruction of any kind prohibited by the Executive order of January 13, 1920.

NOTE.—The Executive order referred to reads as follows:

"No officer or employee of the Government shall, directly or indirectly, instruct or be concerned in any manner in the instruction of any person or classes of persons, with a view to their special preparation for the examinations of the United States Civil Service Commission. The fact that any officer or employee is found so engaged shall be considered sufficient cause for his removal from the service: *Provided*, That this order shall not be so construed as to prevent the Federal Board for Vocational Education, the Medical Departments of the Army and Navy, and any other branches of the Government from utilizing the Government facilities and the services of Federal officers and employees where such facilities or services may be necessary or useful in carrying out the duties imposed upon such departments or branches by law, in the training and testing of disabled soldiers, sailors, and marines."

This order is strictly construed by the Civil Service Commission. Employees who contemplate engaging in any form of teaching should indicate their intention to the Secretary who will secure a ruling from the Civil Service Commission.

662. Service on School Boards.—Chiefs of bureaus may permit employees, when authorized by law or Executive order, and when the law of the State affected does not prohibit Federal employees holding an office under the State, to accept the position of school trustee or school director, either with or without compensation, when, in their judgment, service as a school trustee or school director will not impair the efficiency of their service in the department or does not involve circumstances rendering the action undesirable, and provided that such employees are merely passive or inactive candidates for appointment or election and such candidacy does not involve or necessitate activity in political management or in a political campaign.

663. Compensation for Services or Expenses of or Detail to Commissions, Councils, Boards, etc.—No part of any appropriation of this department shall be used for the payment of compensation or expenses of any commission, council, board, or other similar body, or any members thereof or for expenses in connection with any work or the results of any work or action of any commission, council, board or other similar body, unless the creation of the same shall have been authorized by law; nor shall any employee of the department be detailed to serve in connection with any such commission, council, board, or other similar body. (Law 909.)

PARTICIPATION IN EXPOSITIONS, FAIRS, ETC.

664. Authority Therefor.—As a general rule, the department can not participate in expositions or fairs unless the officers of the expositions or fairs are willing to bear the expense of transporting and caring for the exhibits. If funds are available, however, the department may pay the expenses of its employees who accompany the exhibits if the scope and purpose of the exposition warrant such action.

All arrangements for such participation shall be made through or by the chief of the office of exhibits.

665. Applications and Correspondence.—All applications for exhibits and all letters to branches of the department concerning participation with exhibits at meetings, conventions, fairs, expositions, and similar gatherings, shall be referred to the chief of the office of exhibits for attention. In referring such inquiries the bureau should accompany them with recommendations concerning its desire or willingness to participate singly or with other bureaus in compliance with the request. If the application can not be handled under the department's appropriation for State fair exhibits work, the bureau should also indicate whether it is willing to defray any portion of or all costs in case the office of exhibits is unable to secure participation costs from the party desiring the exhibits.

BUILDINGS, SANITATION, AND HEALTH

666. Buildings and Rooms.—The chief clerk of the department is by law custodian of buildings and as such is responsible for all buildings occupied by the department in the District of Columbia. He shall be consulted in advance with regard to all needs for additional buildings, repairs and improvements to buildings, and is given full authority to require the remedying of insanitary or unsafe conditions which he may find upon inspection to require remedying. (See paragraph 704.)

The buildings and rooms occupied by the department must be kept in a sanitary and hygienic condition, free from dirt, dust, and refuse. Provisions and remnants of lunches must not be left in desks overnight. Spitting on floors is prohibited in all buildings of the department.

Any insanitary conditions, accumulations of trash, or conditions involving unnecessary fire risks reported

to or observed by the chief clerk of the department will, by him, be brought to the attention of the proper employee of the bureau concerned, who shall take immediate steps to remedy them.

667. Care of buildings.—Chiefs of bureaus shall designate some person or persons under their jurisdiction who shall see that awnings are pulled up, windows closed, electric lights and fans turned off, drip pans under refrigerators emptied, and all unnecessary gas burners turned off upon the departure of employees from laboratories and offices at the close of office hours. Employees who are required to perform duties outside of regular office hours (9 a. m. to 4.30 p. m.) shall carry out this regulation upon departure from their offices.

All employees are charged with the duty of seeing that all electric lights and fans are turned off during office hours when their use is not necessary. The placing of paper shades on electric lights is prohibited.

668. Passes to buildings.—Passes to buildings shall be issued by the chief clerk of the department upon application of the chief clerks of bureaus. They shall be used only to enable employees who have official work to perform outside of office hours to enter buildings and shall not be used for the purpose of carrying on private work. Blank passes will be furnished to the chief clerk of each bureau for use in emergencies, which shall be issued only for short periods. These passes will be taken up by the watchman on duty and sent to the captain of the watch, who will return them to the chief clerks of the bureaus in which the employees are employed. Permanent passes will be issued to executive and other employees who, in the performance of their duties, should have them in their possession at all times. No person shall be allowed to remain in any building after 11.30 p. m. except in the case of extreme emergency.

669. Locked rooms.—Offices and storerooms should be left unlocked so that watchmen can have access

thereto at night. If necessary to lock a room, special provision for inspection by the watchman from the outside should be made by putting a pane of glass or a grating into the door, and a duplicate key must be hung in a metal case, with a glass front, outside of the locked door.

670. Operation of elevators.—No person shall be permitted to operate an elevator in any building under the jurisdiction of the department in the District of Columbia without a permit signed by the mechanical superintendent.

671. Drinking cups.—The use of public drinking cups is prohibited. They will be confiscated wherever found. Individual sanitary cups should be used.

672. Towels.—The use of roller towels and other towels intended for use by more than one person is prohibited in all buildings occupied by the department.

673. Employees Afflicted with Contagious Disease.—Any employee afflicted with a contagious disease, or who resides in any dwelling in which a contagious disease exists, is prohibited from entering any building of the department until a satisfactory medical certificate has been presented to the chief clerk of the department.

674. Pulmonary Tuberculosis.—Whenever there is doubt as to whether an employee is afflicted with pulmonary tuberculosis, the case shall be brought to the attention of the chief clerk of the department, who will prepare for the signature of the Secretary an order for the employee to present himself or herself to the director of the Hygienic Laboratory of the Public Health Service for examination, and to submit to the department from the director of the Hygienic Laboratory a certificate showing the result of the examination. If the director reports that the employee examined is suffering from pulmonary tuberculosis, the case shall be handled as circumstances may

require, by a temporary separation from the service, segregation of the employee, or otherwise.

675. Emergency Medical Attendance.—In case of injury or sudden illness of employees and others while in the buildings or upon the grounds of the department in the District of Columbia immediate medical service will be rendered by certain employees having qualifications of physicians in the employ of the department. The names and location of physicians, as well as the location of medical cabinets containing first-aid equipment and of employees having custody of the key to such cabinets, may be obtained from the office of the chief clerk of the department.

676. Employees Injured in Line of Duty; Official Superiors' Responsibility.—The United States Employees' Compensation Commission undertakes to distribute its regulations, circulars, and lists of physicians to all branches. Officials of the department responsible for handling the cases of employees injured in line of duty, both in the District of Columbia and in the field, shall keep posted as to the requirements of the commission, and locate from the commission's lists, copies of which should be secured direct from the commission if not already on hand, the designated physicians and hospitals. Changes in the lists of designated physicians will be reported to all branches by the Compensation Commission. The official superior's responsibility does not end until a designated physician has charge of the case.

In all cases of injury where the emergency is such as to require it, any physician licensed to practice medicine and surgery under the State law may be called for first aid treatment, but further treatment, if required, must be obtained from a United States medical officer or hospital if practicable, otherwise from a "designated" physician, if there is one.

Any employee of the department in the District of Columbia who is injured in line of duty and requires medical service, other than that referred to in paragraph 675, should be directed to the United States Public Health Service relief station, post-office building, Twelfth Street and Pennsylvania Avenue, for examination and such treatment as can be furnished at the dispensary. A request for treatment (CA-16 or 17) addressed to the medical officer in charge should be presented by the patient when he reports to the dispensary. Where the nature of the injury demands it, the patient may be brought to the dispensary in an ambulance or taxicab. If the injury is established under the employees' compensation act, the patient will be reimbursed for the charge of such service. The dispensary is open from 9 a. m. to 4.30 p. m.

If the injury occurs before opening or after closing hours of the dispensary and the patient appears to be in need of hospital treatment, he should be supplied with a request for treatment addressed to the medical officer in charge of United States Public Health Service cases at Providence Hospital and sent there for treatment. If it is not possible to send CA-16 with the patient, this form should be properly executed and mailed to the hospital within 24 hours of the admission of the patient. Providence Hospital's telephone call is Lincoln 1740.

If a reasonable effort has been made to refer injured employees to either the Public Health Service dispensary or to Providence Hospital, and it can be shown to the satisfaction of the commission that this course has not been practicable, it will then be proper to get in touch with one of the commission's designated physicians by telephone and request him to take charge of the case. Where hospitalization seems necessary the patient may be referred to one of the following hospitals accompanied by a request for treatment ad-

dressed to the designated physician at that hospital. The following is a list of the commission's designated hospitals in the District of Columbia:

Central Dispensary and Emergency Hospital, 1711 New York Avenue NW., telephone, Main 2734.

Providence Hospital, Second and D Streets SE., telephone, Lincoln 1740.

Casualty Hospital, 708 Massachusetts Avenue NE., telephone, Lincoln 828.

United States Naval Hospital, foot of 24th Street NW., telephone, West 627.

Civil male employees injured in the performance of duty may be admitted to the Naval Hospital for immediate emergency treatment and may be retained for further treatment provided the hospital has facilities available.

Freedmen's Hospital, Sixth and Bryant Streets NW. (colored), telephone, North 754. (Law 974.)

677. Use of Transportation Requests for Injured Employees.—Whenever an employee of the department is injured by accident in the performance of official duty and it becomes necessary for the purpose of obtaining adequate medical attention to transport him to the nearest United States medical officer or hospital, or if this is not practicable to the nearest physician or hospital designated by the United States Employees' Compensation Commission (or when neither of these is available to the nearest physician or hospital, Department of Agriculture transportation requests may be used for the purpose with billing instructions changed to read "U. S. Employees' Compensation Commission, Washington, D. C.") When in the judgment of the official superior it is necessary that an attendant accompany the injured employee to the nearest medical facilities, department transportation requests may be used for such purpose with billing instructions changed as above indicated. Reasonable and neces-

sary traveling expenses of such attendant to the nearest medical facilities and return will, upon proper showing approved by the official superior, be reimbursed by the U. S. Employees' Compensation Commission. All accounts must be on the basis of actual expenses; per diem in lieu of subsistence can not be charged: *Provided*, That immediate report ¹ giving a complete statement of the circumstances shall be made to the United States Employees' Compensation Commission of the injury for which transportation request is used. This authority applies only in cases of injuries incurred in the performance of official duty.

Transportation requests shall not be used for the purpose of securing medical treatment in cases of illness or occupational diseases. Whenever an employee of the department becomes disabled and, in his opinion, such disability is due to an occupational disease, accounts for expenses incurred should be submitted to the United States Employees' Compensation Commission for consideration in connection with his claim for compensation.

If a transportation request is issued by an officer or employee other than the injured employee, the name of the injured employee must be noted on the request and stub so that the Employees' Compensation Commission may identify the compensation case.

Neither transportation requests nor bills of lading shall be used for the transportation of the remains of an employee killed in the performance of official duty until authority therefor shall have been obtained from the United States Employees' Compensation Commission. Where the use of Government transportation requests or bills of lading for the transportation of

¹ Form CA-2 of the Employees' Compensation Commission may be used for this purpose provided it contains a clear and complete statement as to the circumstances of the injury necessitating the transportation of the employee.

the remains of an employee killed in the performance of official duty is necessary or desirable a sufficient statement of facts should be furnished the United States Employees' Compensation Commission showing when, where, and under what circumstances the employee was injured, place of death, distance from place of injury to place where death occurred, official station, home, and whether the relatives have requested the transportation of the body to his home. The statement of facts should be telegraphed in the following form to the commission and the decision of the commission will be telegraphed:

TELEGRAM

(Form of message to be used in requesting authority for the use of transportation requests or government bills of lading for transportation of remains of employees killed in the performance of official duty.)
Employees' Compensation Commission,

Washington, D. C.

John Doe, forest ranger, injured December ten, at
(Name of Employee) (Title) (Date of injury)
Pike National Forest premature explosion of dynamite
(Place of injury)

while blowing stumps-----

(Describe circumstances attending injury)
died December twelve at Colorado Springs, Colorado,
(Date of death.) (Place of death.)
twenty-five miles from place of injury. Official
station, Denver, Colorado; home, Boston, Mass.;
(Insert name.) (Insert name.)
transportation of remains (----) desired by relatives
to Boston, Massachusetts. Express shipment (----)
(Insert name.)

possible but request permission to transport remains as
baggage and for Mrs. John Doe, wife, to accompany
(Name of attendant.) (Relationship, if any.)
remains. Wire.

District Forester,
P. O. Bldg.,
Denver, Colorado.

If transportation of the remains is authorized by the commission departmental bill of lading with billing instructions changed to read "U. S. Employees' Compensation Commission, Washington, D. C." may be used for such transportation by express. Where express shipment is impossible, or if a relative desires to accompany the body, it should be so stated to the commission and authority requested for the transportation of the remains as baggage, as well as for the transportation, if necessary, of an attendant. If permission is granted for the transportation of the remains as baggage, and for the transportation and other necessary and reasonable expenses of an attendant, department transportation request with billing instructions changed as indicated above may be used for the purpose. The subsistence and other necessary and reasonable expenses of the attendant should be voucherized to the United States Employees' Compensation Commission.

In cases where the commission authorizes the transportation of an employee's body to his home there will be allowed in addition to the cost of transportation and \$100 for the usual burial expenses, only the necessary and reasonable expenses for embalming and for a hermetically sealed casket. But when embalming and a hermetically sealed casket are not required for transportation of the body these expenses will not be paid by the commission.

Claims for reimbursement of transportation expenses properly allowable by the commission in connection with injuries or death will not be prejudiced by failure to take advantage of the foregoing procedure providing for the use of Government transportation requests. Such claims will be promptly filed with the commission.

MAIL

678. Arrival and Departure of Mails.—Mails are received at the department from the city post office every day except Sundays and holidays at 8 a. m., 10 a. m., 12.15 p. m., and 3 p. m.

Mails leave the department for the city post office at 11.30 a. m., 2 p. m., and 4.30 p. m.

Only first-class mail will be dispatched after 2 p. m. except in case of emergency. When it is necessary to dispatch mail other than first-class after 2 p. m., permission must be obtained from the chief clerk of the department.

No registered mail will be received at the department post office after 4.15 p. m., or after 12.15 p. m. on Saturday half holidays between June 15 and September 15.

679. Registered Mail.—Official mail sent from Washington may be registered free of charge.

An employee whose permanent headquarters is Washington, may while temporarily absent therefrom, register official letters or packages without the payment of any registry fee; but such registered mail should be indorsed over his signature "Temporarily absent from Washington, D. C."

The privilege of free registration of official mail extended by law should be taken advantage of only when registration of mail is necessary because of money or other equivalent contents, or because of unusual importance. Large shipments and packages of documents, reports, and similar matter should be sent as fourth-class matter or by express or freight, as the case may be.

Since free registration is not accorded mail sent by employees permanently stationed outside of Washington, the regular fee must be paid on mail the importance of which warrants registration.

Mailable first, second, third, and fourth class matter for domestic destination may be registered and mailed under the penalty privilege if sealed and within the weight limitations on penalty privilege mail.

Demand for return registry receipts should be made only when such evidence of receipt by addressee is necessary as a part of the record in formal proceedings. (Laws 842, 844, 922.)

680. Insured Mail.—Parcel post mail should not *(Cancelled)* be insured since indemnification will not be made *Memo. 545* in the event of loss of official mail, and insurance *Nov. 6, 1925* secures no greater care in handling than is given ordinary mail.

681. Forwarding of Mail to Employees outside of the District of Columbia.—All mail matter, including second, third, and fourth class matter, addressed to employees of the department whose addresses have been changed by official orders, may be forwarded without payment of additional postage if marked "Change of address caused by official orders."

682. Mailing of Pamphlets or Reports Accompanied by Letters.—In order to expedite and safeguard the movement through the mails of any report, pamphlet, or similar material with which it is necessary to enclose an explanatory letter, the containing envelope should be carefully sealed and the words LETTER MAIL conspicuously written or stamped on its face. In offices where material to be dispatched by post is separated into letter mail and package mail, pains should be taken to include in the former all envelopes sealed and marked as above.

An indiscriminate use, however, of the "Letter mail" notation, particularly on foreign mail requiring postage, must be avoided. Only material accompanied by a communication clearly subject to letter-mail transmittal should be so treated.

683. Limit of Weight of Packages Mailed Under Penalty Privilege.—The act of May 8, 1916, provides that no article or package exceeding four pounds in weight shall be admitted to the mails under the penalty privilege unless it comes within the following exceptions:

"Single books, books and documents published or circulated by order of Congress, printed or written official matter emanating from any of the departments of the Government or from the Smithsonian Institution at Washington, D. C., and postage stamps, stamped envelopes, newspaper wrappers, postal cards, and internal revenue stamps."

Official matter exceeding 4 pounds in weight not embraced in the exceptions, and not exceeding the limit of weight prescribed for parcel post shipments must carry prepaid postage on the total weight, at the rate for the class to which it belongs.

Material that would ordinarily be sent as a single package must not be split to avoid payment of postage. (Laws 874, 891, 922, 942, 966.)

684. Mail Sacks; Improper Use.—The use of United States mail sacks for storing records, books, and any other matter, and the dragging of filled mail sacks over floors and pavements in handling, is prohibited. The contents of mail sacks should be removed immediately upon receipt and the sacks returned to the Post Office Department.

685. Use of Mailing Lists.—The mailing lists of the department are compiled for official use only. No copy of any such list shall be furnished on franks, envelopes, or otherwise for the use of any individual, firm, or organization.

The Crop Reporter lists of the department shall not be used for any purpose, except crop reporting, without specific approval of the Secretary.

MISCELLANEOUS

686. Inventions by Employees.—Pending the establishment of a general policy with respect to inventions and patents by Government employees on which an interdepartmental patent board is now at work, in all cases arising within the Department of Agriculture where an employee has made a discovery or invention in any wise connected with the work of the department which in the judgment of the employee or one of his superior officers in the department should be patented either in the interest of the employee, or that of the public or both, a brief report on the subject will be prepared and transmitted to the Secretary by the chief of the bureau in which the employee is employed. The report should cover the character of the discovery or invention and the circumstances under which it was made or developed in sufficient detail to enable a just and adequate judgment to be made on the facts then available as to the equitable or legal rights of the Government and the employee respectively. Determination will then be made as to what measure of control, if any, the department should have or exercise in the patenting and subsequent administration of such discovery or invention. (Law 849, 876, 925.)

687. Requests to Patent Office for Expediting Issuance of Patents.—Bureaus receiving communications from persons outside of the department requesting that the Commissioner of Patents be asked to expedite the consideration of applications for letters patent pending before him shall, before taking any further action in the matter, call upon the person making the request for a complete description of the article or process and its uses, together with the serial number of the application for patent. Upon receipt of this information the bureau interested shall decide

whether the article or process, if patented, will be of peculiar importance to the department, or to the agricultural industry, and whether the immediate consideration of the application and issuance of the patent will be of advantage to the department in the prosecution of its work.

If it is so decided, a memorandum reciting all the facts should be addressed to the Secretary. If the facts warrant, the necessary action will be taken looking to the immediate consideration of the application in question, and an employee of the office of the solicitor will be designated to represent the department before the commissioner in order to prevent improper issue of the patent, in accordance with rule 63 of the rules and practice in the United States Patent Office. (Law 876.)

688. Appearance, Fees, and Expenses of Department Employees as Witnesses in Judicial Proceedings.—The cases involving appearance will be treated in the following groups:

(a) Employees testifying in cases arising within the department or growing out of the violation of laws of a State or subdivision thereof in the enforcement of which employees of the department have been authorized to assist, including laws with respect to migratory birds, stock, the protection of fish and game, and the prevention and extinguishment of forest fires.

(b) Employees testifying for the United States in cases not arising within the department.

(c) Cases between private parties where the employee is called upon to produce records of the department or to testify to facts or information officially acquired within the department.

(d) Cases between private parties where the employee's testimony has no official character, or cases in which a State is a party not covered by (a) above.

Appearance.

In cases (a) and (b), may be without subpoena.

In case (c) there must be no appearance without subpoena.

In case (d) the department is not interested in the manner of appearance. In case (c), the employee subpoenaed or planning appearance should notify the chief of bureau by letter or telegram, stating the names of the parties litigant, the matter in suit, and the nature of the testimony the employee expects to give. Where in case (c) the chief of bureau deems the production of record or the employee's proposed testimony prejudicial to the public interest, he should at once refer the case to the solicitor of the department, who will promptly advise whether the employee may be compelled to appear and testify. The term "chief of bureau" throughout this regulation will be construed to include district foresters.

Witness Fees and Expenses of Travel and Subsistence.

The terms "fees" and "expenses" are distinct. The first means the amount allowed as pay for attendance; the second, the amount allowed to cover travel and subsistence. This latter allowance is usually in the form of mileage.

In case (a) no fees are allowable. Expenses of travel and subsistence should be paid from the department appropriations as in case of official travel unless a different arrangement has been made between the cooperating States and the department.

In case (b) no fees are allowable. The expense account should be presented to the United States marshal for payment.

In case (c) fees are not allowable unless authorized in advance by the chief of bureau. Expenses may be

collected as allowed by the court or arranged for with the summoning party; but a memorandum of expenses incurred and of the amount received must be submitted to the chief of bureau.

In case (*d*) the department is not concerned with fees or expenses. No account need be rendered.

Leave.

In cases (*a*) and (*b*) no leave need be taken. The employee is regarded as on official duty.

In case (*c*), if employee is authorized to accept fee, leave without pay must be taken, unless the memorandum of subsistence and travel expenses incurred as witness shows an amount greater than the total received as fee and expense money. If not authorized to accept fee, the employee is not required to take leave, with or without pay.

In case (*d*), leave with pay, or if such leave has been exhausted, leave without pay, must be taken. (Law 1009.)

(Paragraph amended; effective June 14, 1928.)

689. Jury Service.—Employees of the department are exempt from jury service in the District of Columbia; are ineligible in the District of Columbia and elsewhere for jury service whenever the United States is a party, and can not lawfully be compelled to perform jury service in State or municipal courts if such service will interfere substantially with their official duties, but whether a particular employee shall be held exempt on this ground is a question to be decided in the first instance by the court issuing the summons, upon the facts which may be submitted to it by the employee or his official superior. In every case, therefore, where an employee is summoned for jury service in a State or municipal court, he should appear, and,

if such service will interfere substantially with the performance of his duties, he should respectfully inform the court of that fact and request to be excused. If the court declines to excuse him, the employee should report the facts by wire to the chief of his bureau and take the matter up with the United States attorney for the district in which he is located. The chief of the bureau will notify the solicitor immediately, in order that the Attorney General may be requested to instruct the United States attorney to render the employee such legal assistance as may be necessary.

Employees who attend State or municipal courts as jurors will be required to take annual leave or leave without pay during the entire period of such service. (Paragraph amended; effective October 30, 1924.)

690. Copies of Department Records.—Unless the interests of the public service require otherwise, a copy of any record of the department shall be furnished upon request.

If desired for use otherwise than on behalf of the United States, the copy of a record which has not been published for the information of the public shall not be furnished unless the person requesting the same shall state in writing the purpose for which it is to be used or unless a rule of court be obtained. Whenever there is doubt on the part of an administrative officer as to whether circumstances or conditions make it necessary for the department in the interest of the public service to decline to furnish the copy, the solicitor, upon application to him, shall advise the chief of the branch of the department having custody of the record as to the appropriate action to be taken thereon. When there is no doubt, such chief shall

cause a correct copy to be prepared and send it to the office of the Secretary for authentication.

When a request is received for an authenticated copy of a record of the department which has been published for the information of the public, such as a climatological, meteorological, or similar record of the Weather Bureau, for use as evidence in litigation or otherwise, the chief of the bureau of the department having custody thereof shall cause a correct copy to be prepared and sent to the chief clerk of the department, who shall certify same by subscribing thereto the name of the Secretary and by affixing thereto the seal of the department.

Whenever application is made to any employee of the department to produce a department record in any judicial proceeding, or to testify to any fact included therein, the employee shall advise the applicant how he may obtain an authenticated copy. (Law 813.)

691. Sale of Reports of Hearings.—Persons interested in securing copies of reports of public hearings and conferences held by the department should be referred to the stenographic reporter in cases where the report of hearing is made by contract.

When the report is made by department employees, a charge of 10 cents per page, 8 by 10½, double spacing (approximately 250 words), should be made for each page of the report including all accompanying lists of names and other matter embodied in the report, and the proceeds deposited through the disbursing clerk

or appropriate fiscal agent of the department to the credit of miscellaneous receipts.

When the report is printed or typed in single spacing (approximately 500 words to the page), the charge should be at the rate of 20 cents per page.

692. Proclamations, Orders, Forms, Certificates, etc.—In all proclamations, orders, forms, certificates, etc., in addition to the date, the attestation clause shall read "Done at the city of Washington."

693. Political Activity.—No employee of the department in the executive civil service shall use his official authority or influence for the purpose of interfering with an election or affecting the results thereof, or for the purpose of coercing the political action of any person or body. Employees in the competitive classified service, while retaining the right to vote as they please and to express privately their opinions on all political subjects, shall take no active part in political management or in political campaigns. Violation of the foregoing shall be deemed sufficient cause for the removal of the employee from the service.

Some of the forms of activity held by the Civil Service Commission to be forbidden are given below. It is not to be assumed that other forms of political activity are permissible because they are not mentioned. Candidacy for or service as delegate, alternate, or proxy in any political convention, or as an officer or employee thereof; acting as officer of any political convention or caucus, addressing it, making motions, preparing or assisting in preparing resolutions, representing other persons, or taking any prominent part therein, service on or for any political committee or other similar organization; serving as officer of a political club, as member or officer of any of its committees, addressing such a club, or being active in its organization; service in preparing for, organizing, or conducting a political meeting or rally, addressing

such a meeting, or taking any other active part therein except as a spectator; giving public expression to political views, engaging in political discussions or conferences while on duty or in public places, or canvassing a district or soliciting political support for any party, faction, candidate, or measure; offensive activity at the polls at primary or regular elections, soliciting votes, assisting voters to mark ballots, or in getting out the voters on registration and election days; acting as accredited checker, watcher, or challenger of any party or faction; assisting in counting the vote or engaging in any other activity at the polls except marking and depositing the employee's own ballot; serving in any position of election officer except where refusal to serve is penalized by the election laws of the State; publishing or being connected editorially, managerially, or financially with any political newspaper and writing for publication or publishing any letter or article, signed or unsigned, in favor of or against any political party, candidate, faction, or measure; activity in campaigns concerning the regulation or suppression of the liquor traffic; candidacy for nomination or election to or holding local office; distribution of campaign literature, badges, or buttons, or wearing such badges or buttons while on duty; the circulation but not the signing of political petitions (including initiative and referendum, recall, and nomination petitions); and general political leadership or becoming prominently identified with any political movement, party, or faction, or with the success or failure of any candidate for election to public office.

Employees permanently residing in the following incorporated municipalities adjacent to the District of Columbia will not be prohibited from becoming candidates for or holding municipal office in such corporations:

In Maryland—Takoma Park, Kensington, Garrett Park, Chevy Chase, Glen Echo, Hyattsville, Mount Ranier, Somerset, North Beach, Capitol Heights, Laurel, Riverdale, Brentwood, Bladensburg, Berwyn Heights, Cottage City, North Brentwood, Edmonston, Colmar Manor, Fairmont Heights, Eagle Harbor, Cobb Island.

In Virginia—Falls Church, Vienna, Herndon, Potomac, and Arlington County.

No employee of the department shall, directly or indirectly, solicit or receive, or be in any manner concerned in soliciting or receiving, any assessment, subscription, or contribution for any political purpose whatever from any officer, clerk, or employee of the United States, or any department, branch, or bureau thereof, or from any person receiving any salary or compensation from moneys derived from the Treasury of the United States.

Temporary employees on leave of absence, with or without pay, are subject to the rule prohibiting political activity. Like restrictions are applied to unclassified laborers.

All rules and regulations of the Civil Service Commission regarding political assessments and partisan political activity of office holders must be strictly observed by all officers and employees of the Department of Agriculture. (Law 918.) (Amended June 15, 1931.)

694. Premature Disclosure of Crop Information; Speculation; False Statistics.—No officer or employee of the department, or person acting in any capacity under or by virtue of the authority of the department, who, by virtue of the office, employment, or position held by him, shall become possessed of any information which might exert an influence upon or affect the market value of any product of the soil grown within the United States, which information is by law or by the rules of the department or office required to be withheld from publication until a fixed time, shall willfully impart, directly or indirectly, such information, or any part thereof, to any person not

entitled under the law or the rules of the department to receive the same; or, before such information is made public through regular official channels, directly or indirectly speculate in any such product respecting which he has thus become possessed of such information, by buying or selling the same in any quantity; nor shall any such officer or employee whose duties require the compilation or report of statistics or information relative to the products of the soil, knowingly compile for issuance, or issue, any false statistics or information as a report of the United States. (Law 919.)

695. Employees Forbidden to Speculate in Cotton.—All officers and employees of the Bureau of Agricultural Economics, and all other officers and employees of the Department of Agriculture who may be connected in any way with the administration of the United States cotton futures act, are forbidden, either directly or indirectly, (1) to deal in, or to have or acquire any interest in, any contract for the purchase or sale of cotton for future delivery; (2) to deal in, or to have or acquire any interest in, any spot cotton, without the previous written consent of the Secretary of Agriculture, secured upon application submitted through the chief of the bureau, office, or division in which the applicant is employed; and (3) to use for other than official purposes, or to disclose, or to authorize, aid, or assist in disclosing, to any person or persons, other than officers or employees of the department authorized to receive the same in the line of their duties, any confidential information voluntarily furnished to the department, in the course of the administration of the act, except that such information may be given out to the public, by authorized officers of the department, for such purposes, to such extent, in such manner, and at such times as may not be at variance with the terms upon which the same was furnished. (Law 919.)

696. No Outside Interest in Investigations of the Department.—Employees who are continuously employed by the department shall not be connected with or interested in any firm, company, or corporation whose scope of business includes an industry which the employee is investigating for the department; and such employees shall in no case allow their names, work, or connection with the department to be used in promoting or exploiting or selling stock in any firm, company, or corporation whose scope of business includes any special industry which such employees are investigating for the department. (See paragraph 661.)

697. Indebtedness; Action on Complaints.—The department will take no cognizance of a debt complaint against an employee, so far as the complaint is concerned, beyond acknowledging the receipt of his communication. Persons claiming to be creditors or collectors of debts or claims will be denied access to employees for the purpose of presenting or collecting claims during the hours set apart for the transaction of public business or while the employees concerned are on duty. But, although the department will not permit itself to be used as a collection agency, it will not consider as a fit employee anyone who contracts a just debt and then, without sufficient excuse, neglects to make payment. Therefore, upon receipt of a complaint of nonpayment of debt, it will be referred to the proper chief of bureau, who will obtain a report in writing from the employee concerned, which together with a summary of the conclusions reached by the chief of the bureau in the matter, will be made a part of the official record in his case and considered by the bureau committee on efficiency and promotions in making up the efficiency register. The chief of bureau may recommend to the Secretary that charges

be preferred against an employee who contracts a just debt and then, without sufficient or reasonable excuse, neglects or avoids payment thereof.

698. Employees Visiting Indian Reservations on Official Business; Notification.—Whenever a representative of the Department of Agriculture, in carrying out any cooperative agreement with the Department of the Interior, shall find it necessary to visit any Indian reservation, the superintendent of such reservation shall be promptly notified thereof, and whenever such visitation is for any other purpose the consent of the superintendent shall first be obtained. Representatives of this department about to visit any Indian reservation on official business should provide themselves with proper credentials, preferably department identification cards.

699. Telegrams.—As far as practicable, the telegraph business of the department shall be divided equitably among competing lines. All telegrams emanating from the department in the District of Columbia (except those from the Weather Bureau, Forest Service, Bureau of Public Roads, and Bureau of Agricultural Economics, which are handled by special procedure) shall be prepared in triplicate, a ribbon copy on department telegraph blank, and two soft-paper carbon copies, and sent promptly to the department telegraph office, where one carbon copy will be stamped with the date and time of receipt and returned to the bureau concerned. Telegrams should not be allowed to accumulate in bureaus until several can be signed and dispatched together to the department telegraph office.

The telegraph service should not be used unless the exigencies of the service require a speedier mode of communication than the mails afford. Care should be taken to eliminate all unnecessary body words from telegrams, and to this end as well as to determine their

proper classification, each chief of bureau will designate an employee under his jurisdiction whose duty it shall be to carefully scrutinize all telegrams originating in his bureau and initial same before transmission to the department telegraph office. The department telegraph office will not accept telegrams not so initialed. The name of the employee designated for this purpose shall be reported to the office of the Secretary.

Telegrams prepared for the Secretary's signature require no initial slip, but the initials of the chief of bureau should appear on the original and one copy of the telegram itself. The title "Secretary" should never appear on a telegram. If it is really necessary to indicate the title, the term "Secretary of Agriculture" should be used. The name should not be typed in prior to signature. In no case should copies of telegrams prepared for the signature of the Secretary be mailed or referred to in correspondence until the stamped copy has been received from the department telegraph office.

All outgoing telegrams before being forwarded to the department telegraph office will be classified by the bureaus as follows:

Rush: Messages to be expedited as much as possible.

Day: Messages to be handled in the class with preferred commercial business.

Day letter: Messages to be handled in the class with deferred commercial business.

Night messages: Messages to be handled in the class with preferred night commercial business.

Night letters: Messages to be handled in the class with deferred night commercial business.

Telegrams should be sent as deferred messages whenever possible, due consideration being given the importance of the message, the time required for transmission (a minimum of from one to one and one-half hours should be allowed for transmission and delivery),

and the relative time prevailing at points of origin and destination. A message stamped or marked "Rush" indicates that it must be delivered at once. Day messages and day letters should be used only in cases where it is essential that they be delivered on the day filed; otherwise, night service should be employed.

700. Economy in the Use of Supplies.—Strict economy must be observed throughout the department in the purchase and consumption of all supplies and no waste will be permitted. Purchases of desks, filing cabinets, and other furniture for offices, and equipment of all other kinds should be limited to actual needs and should not be made where used material which will serve the same purpose is on hand in serviceable condition. New office equipment should not be purchased to replace articles that may be put in serviceable condition by repair. Strict economy must be exercised in the use of stationery and, where cheaper grades of paper and envelopes will serve the purpose, they must be used. All requisitions for stationery and supplies should receive careful scrutiny by supervising officers and the needs of the service considered before requisitions are approved.

701. Contributions.—No employee in the department shall at any time solicit contributions from other employees in the Government service for a gift or present to anyone in a superior position; nor shall any such official or clerical superior receive any gift or present offered or presented to him as a contribution from persons in Government employ receiving a less salary than himself; nor shall any officer or clerk make any donation as a gift or present to any official superior. Every person who violates this regulation shall be summarily discharged.

702. Analyses for Private Parties Prohibited.—Unless otherwise provided for by law, the department will make no analyses of waters, soils, fertilizers, foods,

drugs, insecticides, or other miscellaneous products for private parties.

703. Disposition of Useless Documents.—Whenever it is necessary to dispose of useless documents, papers, etc., chiefs of bureaus will secure from the Secretary, through the chief clerk of the department, a special order for the disposal of such papers. (Laws 855, 873, 899.)

704. Installation of Laboratories and Construction Work.—The installation of all laboratories, construction of partitions, etc., in the buildings owned or rented by the department in the District of Columbia will be made under the supervision of the chief clerk as custodian of buildings. He shall also be consulted in advance should necessity arise for any changes in said buildings, and no work involving such changes shall be started until plans or memoranda describing the proposed change in detail have been submitted to and approved by him. (See paragraph 666.)

705. Installation of Telephones.—No bureau shall enter into negotiations with any telephone company for the installation of any telephone in the District of Columbia except through the chief clerk of the department, who will make the necessary arrangements.

706. Use of Official Telephones for Private Business.—The use of official telephones for outgoing private messages is strictly prohibited; such messages must be sent from the public booths. Important and necessary incoming messages may be received, but supervisory employees of the various bureaus must see that this privilege is not abused.

707. Inflammable Materials and Supplies.—Materials and supplies of an inflammable character, except in small laboratory lots, must not be stored in buildings occupied by the department other than those specially constructed for the purpose.

708. Waste-Paper Baskets.—Employees must not place in waste-paper baskets fragments of luncheons or any other substance except waste paper. Chief clerks of the various bureaus will provide metal receptacles for fragments of luncheons, and also separate receptacles for broken glass, empty tin cans, and other waste material of similar character.

(709 revoked July 14, 1930.)



710. Contributions; Peddling.—No circulation of subscription lists, or other methods of collecting contributions from employees of the Department of Agriculture for outside organizations will be permitted. Welfare organizations of the department itself must secure approval of the chief clerk of the department before undertaking the collection of contributions.

Peddling, canvassing, and selling tickets are prohibited in all buildings of the department. Employees in charge of rooms will see that this regulation is strictly enforced and will report immediately to the chief clerk of the department when peddlers or canvassers appear.

711. Smoking.—Smoking is prohibited in any room used for the storage of stationery, supplies, and chemicals, or in any room containing explosives or other highly inflammable materials, or in any room or place in any building which is not constantly occupied and under the observation of employees of the department, or in any room where smoking would endanger public property or interfere with the transaction of public business. Chiefs of bureaus are authorized to make such additional rules with regard to smoking by employees under their jurisdiction as will safeguard public property and avoid interference with the performance of official duties. "No smoking" signs should be displayed in conspicuous places where necessary.

712. Display of Advertising Matter.—The display of advertising matter in offices and laboratories of the department, including advertising calendars, is prohibited.

713. Personal Articles Lost or Found.—All personal articles found by employees in the buildings or premises of the department in the District of Columbia should be delivered to the office of the chief clerk of the department to await claim of ownership. Employees who may lose such articles in the places named should report the fact to the chief clerk of the department.

714. Mechanical Shop Work.—Mechanical work desired by the various bureaus of the Department of Agriculture in Washington, such as carpenter work, cabinet, pattern and model making, painting, machine-shop work, plumbing and pipe fitting, sheet metal work, electrical work, repairs to motor vehicles, manufacture of rubber stamps and composition work, typewriter repairs, manufacture and repair of awnings, fabric and leather work, and the furnishing of motor transport service, will be performed by the mechanical shops.

Requests for work of this character should be made on the forms prescribed for the purpose.

The making of office furniture or other equipment by the shops will not be permitted when standard articles that may be purchased in the open market will answer the purpose.

All of the above shop work and in addition the management of the heating and lighting plant shall be under the supervision of the mechanical superintendent.

Reimbursement for work done by the mechanical shops will be made in the usual way by the bureaus for which it is performed. (Laws 934, 998.)

715. Motion Pictures.—All projects for motion pictures to be taken by or for any bureau of the department shall be submitted, through the assistant in charge of motion-picture activities, to the Director of Extension Work.

In order to promote economy and efficiency the following rules will be strictly observed:

(a) No motion picture will be made until a definite and complete outline has been submitted and approved. Time should be allowed for the preparation of the scenario, its submission for the criticism of the committee on motion-picture activities, and its approval by the Director of Extension Work.

(b) Before a motion picture is taken, the specialist in charge of the project to be covered by the picture shall, if practicable, go over the ground in advance with the director of the picture and definitely map out the scenes.

(c) In the matter of cinematography, the opinion of the photographer as to the feasibility of taking the subject, proper lighting, etc., shall be final.

(d) So far as practicable, scenes not essentially related to a special region should be staged in or near the District of Columbia.

(e) Films should, whenever practicable, be non-sectional and nontechnical, so that they will be adapted for wide distribution and if possible be of service to the entire department.

(f) When deemed advisable, the department may manufacture positive film with the film stock and chemicals supplied by the purchaser, and sell the finished product for a price to cover actual cost of manufacture plus 10 per cent.

(g) When deemed advisable, the department may, under proper safeguards, arrange to place its negatives in the custody of a commercial motion-picture company for the printing of positive films for the use of the department or to be sold to authorized purchasers at a fair price per foot of positive film.

(h) Negatives may be rented to a commercial distributor or producer for general circulation, under terms and conditions approved by the Director of Extension Work in charge of publication activities.

(i) Motion-picture projection machines and motion-picture cameras should be purchased only on the recommendation of the assistant in charge of motion-picture activities, with the approval of the Director of Extension Work in charge of publication activities.

(j) All shipments of motion-picture film from the city of Washington shall be made from the motion-

picture laboratory; all incoming shipments should be consigned to the laboratory; all motion-picture cameras projectors, film, and other motion-picture equipment shall be held in the custody of the laboratory and under the direction of the assistant in charge of motion-picture activities.

(k) Expenses for travel and subsistence in connection with the taking of motion pictures will be borne by the bureaus for which the pictures are made. (Laws 896, 900, 977.)

716.—Communication with Extension Agents.—All questionnaires, requests for statistical information and like matters involving the use of the extension system shall be handled through the Director of Extension Work. This office, in cooperation with the State agricultural colleges, shall represent the department in the development and conduct of the extension work and will cooperate with the bureaus of the department in all matters that may be properly taken up with the extension agents.

717.—Official Badge.—The official badge of this department shall be issued to employees for identification purposes only, and shall conform to the following specifications:

Material: Bronze—plain finish.

Size and shape: Two inches high by one and one-half inches wide, curved, pin fastening with safety catch.

Insignia: Union shield, surmounted by low eagle with its wings drooping to outer-upper corners of shield, directly under the eagle the words "United States." A large "U" to be placed on the left-hand and a large "S" on the right-hand side of the shield; above or between these two letters to be exhibited "Department of Agriculture"; the remaining space to be used for displaying such matter as the needs of the bureau may require. All lettering to be raised.

Bureaus will purchase from their appropriations such badges as may be necessary to meet their requirements,

but before placing any order for dies a drawing of the proposed badge will be submitted to the office of the Secretary for approval and any variation from the above general design must have the specific approval of the Secretary.

718.—Passports for Official Travel.—Applicants for passports for use on official travel should present to the Division of Passport Control, State Department, a letter from the Secretary of Agriculture requesting the issuance of same. Application forms may be obtained and when executed will be acted upon in the Division of Passport Control, Department of State, Washington; at passport agencies in Chicago, New Orleans, New York city, San Francisco, and Seattle; by clerks of all Federal courts; and by clerks of all State courts authorized to naturalize aliens (usually located at the county seat). For the passport itself when issued to official travelers or to their immediate relatives accompanying them on official trips, no fee is collectible; but a fee of \$1 (clerks of some State courts may under their regulations collect more) must be paid for execution of the passport application.

At ports of embarkation and in many large inland cities there will be found consular offices of foreign countries at which, before sailing, officers should have their passports viséd for all countries to be visited. Under reciprocal arrangements between the United States and foreign governments this service should be rendered without charge; if fee is demanded attention should be drawn to the official character of the travel. The amount paid for execution of application for passport issued to official travelers (not for those issued to immediate relatives accompanying them) together with visa fees in case visas are not given gratis, the cost of photographs to be attached to passports, and the cost of necessary affidavits regarding citizenship, may be claimed in the travel expense account.

719. Use of American Flag Steamers.—Representatives of this department must use American ships for foreign travel wherever possible. The traffic department of the Emergency Fleet Corporation maintains a passenger division where detailed and necessary information can be obtained and transportation arrangements made direct.

720. Membership in Military or Naval Organizations.—No officer or employee of the department will be appointed in nor permitted to hold a commission in the Officers' Reserve Corps without the consent of the Secretary. All applications for such appointments should be sent to the Secretary, through the chief of the bureau involved, for consideration and transmission to the War Department. In the absence of special circumstances such applications, if favorably indorsed by the chief of bureau, will receive the approval of the Secretary. No restrictions are imposed by this department on membership in other Federal or State military or naval organizations.

721. Branch Office Directory.—Chiefs of bureaus will designate an employee whose duty it shall be to furnish to the office of the Secretary, as they occur, all changes in personnel, and the location and work of each branch office and field station of their respective bureaus.

722. Identification Cards.—The chief clerk of the department will issue identification cards upon receipt of a request form properly filled out, in duplicate, and signed by the chief clerk or administrative assistant of the bureau. A supply of the request forms may be obtained from the chief clerk of the department.

Identification cards are good only for one year from the date of issue, and must be renewed annually on expiration. Upon separation of an employee from the service, his identification card should be secured by the bureau concerned and returned to the chief clerk of the department for cancellation.

723. Uniformity in Signs, Notices, Directories, etc.— Wherever practicable, the following general form should be used hereafter in indicating the location of offices and activities of the department in all notices, memoranda, building directories, signs on buildings, doors, windows, etc., and all other places where the work of the department is brought to the attention of the public.

The "U. S. Department of Agriculture" should come first in bold letters; the bureau or office represented should come next, in type not larger than the first, and this may be followed by any other necessary or desirable subheading. As a rule the names of officials should not appear. The following are examples:

U. S. DEPARTMENT OF AGRICULTURE
WEATHER BUREAU

U. S. DEPARTMENT OF AGRICULTURE
FOREST SERVICE
Northeastern Experiment Station

Existing signs need not be changed, but in ordering new signs any material deviation from the foregoing specifications which may seem desirable should be submitted with a statement of the reasons therefor, through appropriate channels, to the chief clerk of the department for authorization. (Regulation effective February 9, 1925.)

724. Marking of Vehicles.—All motor-propelled vehicles of the Department of Agriculture, except motor cycles and railroad speeders, shall at all times be conspicuously marked, on both sides, in suitable colors and in plain, solid, block letters, as follows:

U. S.
DEPARTMENT
OF
AGRICULTURE

this to be followed by one or two lines indicating the bureau, and the whole to be inclosed in the outline of a union shield. Additional lettering to indicate a particular division or office of a bureau may, if desired, be added immediately below the shield. The shield, which is to be placed on the door of the vehicle whenever practicable, shall be not less than 10 inches high and 10 inches wide, and when one of such size is employed, the lettering shall be as follows:

"U. S.," seven-eighths inch high; "Department" and "Agriculture," eleven-sixteenths inch high; the connective "Of," three-eighths inch high; all bureau indicia, seven-sixteenths inch high; the divisional dash five-eighths inch long. All lettering shall be disposed in horizontal lines; all lettering within the shield shall be so condensed laterally as to leave appropriate margins between the lettering and the shield.

If desired, a shield of larger dimensions than 10 by 10 inches may be used, in which case all lettering should be proportionately increased in size.

Tractors, and motor cycles, railroad speeders, and other vehicles not included in the preceding paragraph should also be appropriately marked, whenever practicable, to indicate their public character, the legend in each case to be determined by the bureau concerned.

Vehicles now in use and already marked will not be subject to the foregoing regulation unless or until remarking becomes necessary, but all other vehicles now in service, except those intended to be turned in within six months in connection with the purchase of new equipment, will be marked within three months from date. All new vehicles will be marked as procured; bureaus may have this marking included in the delivery contracts, or, if preferred, may arrange to issue decalcomania transfers for the use of their employees in effecting it. (Regulation effective July 1, 1926.)

725. License Plates for Department-Owned Motor Vehicles.

District of Columbia: License plates for department-owned motor vehicles headquartered in the District of Columbia will be obtained only upon written request from the bureau concerned addressed to the Office of Personnel and Business Administration, which will conduct all negotiations with the municipal government involving the securing and transfer of titles and tags for all branches of the Department of Agriculture.

Outside of the District of Columbia: Standard Department of Agriculture plates are required to be used on all department cars headquartered outside of the District of Columbia to the exclusion of any other form of license plate except as may hereafter be specifically authorized by the Director of Personnel and Business Administration. Department plates will be purchased by the bureaus from the central supply section in the usual manner. Records of the use and disposition of the same will be maintained currently at all times in each bureau. Department plates may not be used on vehicles other than those owned by the department. Effective September 9, 1932.

801

APPENDIX

PROVISIONS OF LAW AFFECTING THE FISCAL,
PROPERTY AND ADMINISTRATIVE REGULATIONS
OF THE DEPARTMENT OF AGRICULTURE

801

**PROVISIONS OF LAW AFFECTING THE FISCAL,
PROPERTY, AND ADMINISTRATIVE REGU-
LATIONS OF THE UNITED STATES DEPART-
MENT OF AGRICULTURE.**

802. R. S. SEC. 161.

Departmental regulations.

SEC. 161. The head of each department is authorized to prescribe regulations, not inconsistent with law, for the government of his department, the conduct of its officers and clerks, the distribution and performance of its business, and the custody, use, and preservation of the records, papers, and property appertaining to it. (Paragraphs 1, 15, 203, 404, 424.)

803. R. S. SEC. 166 AS AMENDED. 29 STAT. 179.

Distribution of clerks.

SEC. 166. Each head of a department may, from time to time, alter the distribution among the various bureaus and offices of his department, of the clerks and other employees allowed by law, except such clerks or employees as may be required by law to be exclusively engaged upon some specific work, as he may find it necessary and proper to do, but all details hereunder shall be made by written order of the head of the department, and in no case be for a period of time exceeding one hundred and twenty days: *Provided*, That details so made may, on expiration, be renewed from time to time by written order of the head of the department, in each particular case, for periods of not exceeding one hundred and twenty days. All details heretofore made are hereby revoked, but may be renewed as provided herein. (Paragraphs 15, 404, 424, 460.)

804. R. S. SEC. 169.**Authority to employ clerks and other employees.**

SEC. 169. Each head of a department is authorized to employ in his department such number of clerks of the several classes recognized by law, and such messengers, assistant messengers, copyists, watchmen, laborers, and other employees, and at such rates of compensation, respectively, as may be appropriated for by Congress from year to year. (Paragraphs 15, 404, 424.)

805. R. S. SEC. 183, AS AMENDED. 31 STAT. 951, 36 STAT. 898.**Oaths to witnesses, authority to administer.**

Any officer or clerk of any of the departments lawfully detailed to investigate frauds on, or attempts to defraud, the Government, or any irregularity or misconduct of any officer or agent of the United States * * * shall have authority to administer an oath to any witness attending to testify or depose in the course of such investigation.

806. R. S. SEC. 193.**Annual report of expenditure of contingent funds.**

SEC. 193. The head of each department shall make an annual report to Congress, giving a detailed statement of the manner in which the contingent fund for his department, and for the bureaus and offices therein, has been expended, giving the names of every person to whom any portion thereof has been paid; and if for anything furnished, the quantity and price; and if for any service rendered, the nature of such service, and the time employed, and the particular occasion or cause, in brief, that rendered such service necessary; and the amount of all former appropriations in each case on hand, either in the Treasury or in the hands of any disbursing officer or agent. And he shall require of the disbursing officers, acting under his direction

and authority, the return of precise and analytical statements and receipts for all the moneys which may have been from time to time during the next preceding year expended by them, and shall communicate the results of such returns and the sums total, annually, to Congress. (Paragraph 629.)

NOTE.—The act of March 3, 1877 (19 Stat. 306), requires that a detailed statement of the expenditure for the preceding fiscal year of all sums appropriated for contingent expenses of any department or bureau of the Government shall be presented to Congress at the beginning of each regular session.

807. R. S. SEC. 197.

Inventories of property.

SEC. 197. The Secretary of State, the Secretary of the Treasury, the Secretary of the Interior, the Secretary of War, the Secretary of the Navy, the Postmaster-General, the Attorney General, and Commissioner of Agriculture shall keep, in proper books, a complete inventory of all the property belonging to the United States in the buildings, rooms, offices, and grounds occupied by them, respectively, and under their charge, adding thereto, from time to time, an account of such property as may be procured subsequently to the taking of such inventory, as well as an account of the sale or other disposition of any such property, except supplies of stationery and fuel in the public offices * * *. (Paragraph 236).

808. R. S. SEC. 237.

The fiscal year of the Treasury.

SEC. 237. The fiscal year of the Treasury of the United States in all matters of accounts, receipts, expenditures, estimates, and appropriations, * * * shall commence on the first day of July in each year; and all accounts of receipts and expenditures required by law to be published annually shall be prepared and published for the fiscal year as thus established. (Paragraphs 76, 628.)

809. R. S. SEC. 520.**Establishment of the Department of Agriculture.**

SEC. 520. There shall be at the seat of Government a Department of Agriculture, the general design and duties of which shall be to acquire and to diffuse among the people of the United States useful information on subjects connected with agriculture, in the most general and comprehensive sense of that word, and to procure, propagate, and distribute among the people new and valuable seeds and plants.

810. R. S. SEC. 523.**Officers and employees.**

SEC. 523. The Commissioner of Agriculture shall appoint a chief clerk, with a salary of two thousand dollars a year, who in all cases during the necessary absence of the commissioner, or when the office of commissioner shall become vacant, shall perform the duties of commissioner, and he shall appoint such other employees as Congress may from time to time provide, with salaries corresponding to the salaries of similar officers in other departments of the Government; and he shall, as Congress may from time to time provide, employ other persons, for such time as their services may be needed, including chemists, botanists, entomologists, and other persons skilled in the natural sciences pertaining to agriculture. (Paragraphs 15, 404, 424.)

811. R. S. SEC. 528.**Annual and special reports of Commissioner (Secretary).**

SEC. 528. The Commissioner of Agriculture shall annually make a general report in writing of his acts to the President and to Congress, in which he may recommend the publication of papers forming parts of or accompanying his report, which shall also contain an account of all moneys received and expended by him. He shall also make special reports on par-

ticular subjects whenever required to do so by the President or either House of Congress, or when he shall think the subject in his charge requires it. (Paragraphs 584, 585, 625, 626.)

812. R. S. SEC. 529.

Annual report of expenditures of the Commissioner (Secretary).

SEC. 529. The Commissioner of Agriculture shall, on or before the fifteenth day of December in each year, make a report in detail to Congress of all moneys expended by him or under his direction. (Paragraph 628.)

813. R. S. SEC. 882.

Copies of records as evidence.

SEC. 882. Copies of any books, records, papers, or documents in any of the executive departments, authenticated under the seals of such departments, respectively, shall be admitted in evidence equally with the originals thereof. (Paragraph 690.)

**814. R. S. D. C., SEC. 933. 20 STAT. 277, 25 STAT. 185,
SAME 353.**

Holidays within the District of Columbia.

The following days, namely, the first day of January, commonly called New Year's day; the fourth day of July; the twenty-fifth day of December, commonly called Christmas day; any day appointed or recommended by the President of the United States as a day of public fast or thanksgiving; the twenty-second day of February; Inauguration day; and Decoration day, shall be holidays within the District, [of Columbia] * * *. (Paragraphs 25, 491, 493.)

815. R. S. SEC. 1757. 23 STAT. 22; AND 30 STAT. 432.

Oath of office.

Whenever any person * * * is elected or appointed to any office of honor or profit or trust under the Government of the United States * * * he

shall before entering upon the duties of his office take and subscribe * * * the following oath: "I, A. B., do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God." (Paragraphs 14, 422.)

816. R. S. SEC. 1758.**Who may administer oath of office.**

SEC. 1758. The oath of office required * * * may be taken before any officer who is authorized either by the laws of the United States, or by the local municipal law, to administer oaths, in the State, Territory, or District where such oath may be administered. (Paragraphs 15, 422.)

817. R. S. SEC. 1759.**Custody of oath.**

SEC. 1759. The oath of office taken by any person pursuant to the requirements * * * of section seventeen hundred and fifty-seven, shall be delivered in by him to be preserved among the files of * * * department * * * to which the office in respect to which the oath is made may appertain. (Paragraphs 15, 422.)

818. R. S. SEC. 1763.**Double salaries.**

SEC. 1763. No person who holds an office, the salary or annual compensation attached to which amounts to the sum of two thousand five hundred dollars, shall receive compensation for discharging the duties of any other office, unless expressly authorized by law. (Paragraphs 15, 17, 404, 424.)

819. R. S. SEC. 1765.**Extra allowances.**

SEC. 1765. No officer in any branch of the public service, or any other person whose salary, pay, or emoluments are fixed by law or regulations, shall receive any additional pay, extra allowance, or compensation, in any form whatever, for the disbursement of public money, or for any other service or duty whatever, unless the same is authorized by law, and the appropriation therefor explicitly states that it is for such additional pay, extra allowance, or compensation. (Paragraphs 15, 17, 404, 424.)

820. R. S. SEC. 1766.**Officers in arrears.**

SEC. 1766. No money shall be paid to any person for his compensation who is in arrears to the United States, until he has accounted for and paid into the Treasury all sums for which he may be liable. In all cases where the pay or salary of any person is withheld in pursuance of this section, the accounting officers of the Treasury, if required to do so by the party, his agent or attorney, shall report forthwith to the Solicitor of the Treasury the balance due; and the Solicitor shall, within sixty days thereafter, order suit to be commenced against such delinquent and his sureties. (Paragraph 27.)

821. R. S. SEC. 1784.**Gifts to superiors prohibited.**

SEC. 1784. No officer, clerk, or employee in the United States Government employ shall at any time solicit contributions from other officers, clerks, or employees in the Government service for a gift or present to those in a superior official position; nor shall any such officials or clerical superiors receive any gift or present offered or presented to them as a contribution from persons in Government employ receiving a less salary than themselves; nor shall any officer or clerk

make any donation as a gift or present to any official superior. Every person who violates this section shall be summarily discharged from the Government employ.

822. R. S. SEC. 3614.

Bonds of special agents.

SEC. 3614. Whenever it becomes necessary for the head of any department or office to employ special agents, * * * who may be charged with the disbursement of public moneys, such agents shall, before entering upon duty, give bond in such form and with such security as the head of the department or office employing them may approve. (Paragraphs 12, 57.)

823. R. S. SEC. 3617.

Moneys to be deposited without deduction.

SEC. 3617. The gross amount of all moneys received from whatever source for the use of the United States, except as otherwise provided in the next section, shall be paid by the officer or agent receiving the same into the Treasury, at as early a day as practicable, without any abatement or deduction on account of salary, fees, costs, charges, expenses, or claim of any description whatever. (Paragraph 12.)

824. R. S. SEC. 3618.

Proceeds of sales of material.

SEC. 3618. All proceeds of sales of old material, condemned stores, supplies, or other public property of any kind, except * * * materials, stores, or supplies to any exploring or surveying expedition authorized by law, shall be deposited and covered into the Treasury as miscellaneous receipts, on account of "proceeds of Government property," and shall not be withdrawn or applied, except in consequence of a subsequent appropriation made by law. (Paragraph 12.)

825. R. S. SEC. 3619.**Penalty for withholding money.**

SEC. 3619. Every officer or agent who neglects or refuses to comply with the provisions of section thirty-six hundred and seventeen shall be subject to be removed from office, and to forfeit to the United States any share or part of the moneys withheld, to which he might otherwise be entitled. (Paragraph 12.)

826. R. S. SEC. 3621; ACT MAY 28, 1896. 29 STAT. 279.**Penalty for failure to deposit money when required.**

Every person who shall have moneys of the United States in his hands or possession, and disbursing officers having moneys in their possession not required for current expenditure, shall pay the same to the Treasurer, an Assistant Treasurer, or some public depositary of the United States, without delay, and in all cases within thirty days of their receipt. And the Treasurer, the Assistant Treasurer, or the public depositary shall issue duplicate receipts for the moneys so paid, transmitting forthwith the original to the Secretary of the Treasury, and delivering the duplicate to the depositor. (Paragraph 12.)

827. R. S. SEC. 3624.**Suits to recover money from officers, regulated.**

Whenever any person accountable for public money, neglects or refuses to pay into the Treasury the sum or balance reported to be due to the United States, upon the adjustment of his account, the First Comptroller of the Treasury shall institute suit for the recovery of the same, adding to the sum stated to be due on such account, the commissions of the delinquent, which shall be forfeited in every instance where suit is commenced and judgment obtained thereon, and an interest of six per centum per annum, from the time of receiving the money until it shall be repaid into the Treasury. (Paragraph 12.)

NOTE.—The First Comptroller of the Treasury was designated Comptroller of the Treasury by act July 31, 1894, sec. 4, 28 Stat. 206,

and the office of the Comptroller of the Treasury and also the offices of the six auditors of the Treasury were abolished, and the General Accounting Office was created an independent establishment of the Government under the control and direction of the Comptroller General, and all powers and duties of the Comptroller of the Treasury and of the six auditors were transferred to said General Accounting Office, by act June 10, 1921, secs. 301-318, 42 Stat. 23.

**828. R. S. SEC. 3625, AS AMENDED, ACT FEBRUARY 27,
1877, 19 STAT. 249, AND ACT JULY 31, 1894, 28 STAT.
205. (SEE NOTE TO R. S. SEC. 3624.)**

Distress Warrant.

Whenever any collector of the revenue, receiver of public money, or other officer who has received the public money before it is paid into the Treasury of the United States, fails to render his account, or pay over the same in the manner or within the time required by law, it shall be the duty of the proper auditor to cause to be stated the account of such officer, exhibiting truly the amount due to the United States, and to certify the same to the Solicitor of the Treasury, who shall issue a warrant of distress against the delinquent officer and his sureties, directed to the marshal of the district in which such officer and his sureties reside. Where the officer and his sureties reside in different districts, or where they, or either of them, reside in a district other than that in which the estate of either may be, which it is intended to take and sell, then such warrant shall be directed to the marshals of such districts, respectively. (Paragraph 12.)

**829. R. S. SEC. 3648, AS AMENDED BY ACT MARCH 21,
1916, 39 STAT. 37.**

Duplicates for lost or stolen checks authorized.

Whenever any original check is lost, stolen, or destroyed disbursing officers and agents of the United States are authorized, within three years from the date of such check, to issue a duplicate check, under such regulations in regard to its issue and payment, and upon the execution of such bond, with securities, to indemnify the United States, and proof of loss of

original check, as the Secretary of the Treasury shall prescribe. (Paragraph 11.)

830. R. S. SEC. 3672, AS AMENDED BY ACT FEBRUARY 27, 1877. 19 STAT. 249.

Statement of proceeds of sales of old material, etc., to accompany Book of Estimates.

SEC. 3672. A detailed statement of the proceeds of all sales of old material, condemned stores, supplies, or other public property of any kind except materials, stores, or supplies sold * * * to exploring or surveying expeditions authorized by law shall be included in the appendix to the book of estimates. (Paragraphs 211, 212, 214, 219, 222.)

831. R. S. SEC. 3677.

Control of appropriations of the department.

SEC. 3677. The Commissioner of Agriculture (now Secretary) shall direct and superintend the expenditure of all money appropriated to the department and render accounts thereof. (Paragraphs 2, 3, 63, 64, 67.)

NOTE.—The designation of Commissioner is changed to Secretary of Agriculture by act February 1, 1889, chap. 122.

832. R. S., SEC. 3679 AS AMENDED BY ACT FEBRUARY 27, 1906. 34 STAT. 48.

Expenditures in excess of appropriations forbidden; acceptance of voluntary service for Government or employment of personal service in excess of that authorized, forbidden; appropriations for contingent expenses or other general purposes to be apportioned in monthly or other allotments; violation of section punishable.

No executive department or other Government establishment of the United States shall expend, in any one fiscal year, any sum in excess of appropriations made by Congress for that fiscal year, or involve the Government in any contract or other obligation for the future payment of money in excess of such appropriations unless such contract or obligation is authorized by law. Nor shall any department or any officer of the Government accept voluntary service for the Government or employ personal service in excess

of that authorized by law, except in cases of sudden emergency involving the loss of human life or the destruction of property. All appropriations made for contingent expenses or other general purposes, except appropriations made in fulfilment of contract obligations expressly authorized by law, or for objects required or authorized by law without reference to the amounts annually appropriated therefor, shall, on or before the beginning of each fiscal year, be so apportioned by monthly or other allotments as to prevent expenditures in one portion of the year which may necessitate deficiency or additional appropriations to complete the service of the fiscal year for which said appropriations are made; and all such apportionments shall be adhered to and shall not be waived or modified except upon the happening of some extraordinary emergency or unusual circumstance which could not be anticipated at the time of making such apportionment * * * and in case said apportionments are waived or modified as herein provided, the same shall be waived or modified in writing by the head of such executive department or other Government establishment having control of the expenditure, and the reasons therefore shall be fully set forth in each particular case and communicated to Congress in connection with estimates for any additional appropriations required on account thereof. Any person violating any provision of this section shall be summarily removed from office and may also be punished by a fine of not less than \$100, or by imprisonment for not less than one month. (Paragraph 405).

833. R. S. SEC. 3682.**Restrictions on contingent, etc., appropriations.**

SEC. 3682. No moneys appropriated for contingent, incidental, or miscellaneous purposes shall be expended or paid for official or clerical compensation. (Paragraphs 15, 404, 420, 424.)

834. R. S. SEC. 3683.**Purchases from contingent fund.**

SEC. 3683. No part of the contingent fund appropriated to any department, bureau, or office, shall be applied to the purchase of any articles except such as the head of the department shall deem necessary and proper to carry on the business of the department, bureau, or office, and shall, by written order, direct to be procured. (Paragraphs 3, 63, 64, 67, 68.)

835. R. S. SEC. 3690.**Expenditure of balances of appropriations.**

SEC. 3690. All balances of appropriations contained in the annual appropriation bills and made specifically for the service of any fiscal year, and remaining unexpended at the expiration of such fiscal year, shall only be applied to the payment of expenses properly incurred during that year, or to the fulfillment of contracts properly made within that year; and balances not needed for such purposes shall be carried to the surplus fund. This section, however, shall not apply to appropriations known as permanent or indefinite appropriations. (Paragraph 71.)

**836. R. S. 3709, AS AMENDED BY ACT MARCH 1, 1889.
30 STAT. 957.****Advertisements for proposals and open-market purchases.**

All purchases and contracts for supplies or services, in any of the departments of the Government, except for personal services, shall be made by advertising a sufficient time previously for proposals respecting the same, when the public exigencies do not require the immediate delivery of the articles, or performance of the service. When immediate delivery or performance is required by the public exigency, the articles or service required may be procured by open purchase or contract, at the places and in the manner in which such articles are usually bought and sold, or such services engaged, between individuals.

* * * * *

Hereafter section thirty-seven hundred and nine of the Revised Statutes of the United States shall not be construed to apply to any purchase or service rendered in the Department of Agriculture when the aggregate amount involved does not exceed the sum of fifty dollars. (Paragraphs 63, 64, 65, 66, 67, 68, 72.)

837. R. S. SEC. 3738.

Eight hours to be a day's work for laborers, workmen, and mechanics in employ of United States.

SEC. 3738. Eight hours shall constitute a day's work for all laborers, workmen, and mechanics who may be employed by or on behalf of the Government of the United States. (Paragraphs 478, 496.)

838. R. S. SEC. 3826.

Publication of advertisements, notices, and proposals for contracts.

SEC. 3826. All advertisements, notices, and proposals for contracts for all the executive departments of the Government * * * shall hereafter be advertised by publication in the three daily papers published in the District of Columbia having the largest circulation, one of which shall be selected by the Clerk of the House of Representatives, and in no others. The charges for such publications shall not be higher than such as are paid by individuals for advertising in said papers, and the same publications shall be made in each of the said papers equally as to frequency: *Provided*, That no advertisement to any State, district, or Territory, other than the District of Columbia, Maryland, or Virginia, shall be published in the papers designated, unless at the direction first made of the proper head of a department: * * * (Paragraphs 2, 3.)

839. R. S. SEC. 3828.

No advertisement without authority.

SEC. 3828. No advertisement, notice, or proposal for any executive department of the Government, or

for any bureau thereof, or for any office therewith connected, shall be published in any newspaper whatever, except in pursuance of a written authority for such publication from the head of such department; and no bill for any such advertising, or publication, shall be paid, unless there be presented, with such bill, a copy of such written authority. (Paragraphs 2, 3, 66, 67.)

840. ACT JUNE 20, 1874. 18 STAT. 109.

No compensation beyond salary or compensation allowed by law.

No civil officer of the Government shall hereafter receive any compensation or perquisites, directly or indirectly, from the Treasury or property of the United States beyond his salary or compensation allowed by law. (Paragraphs 15, 17, 404, 424.)

841. ACT JULY 31, 1876. 19 STAT. 102.

Advertisements for contracts in District of Columbia.

* * * in no case of advertisement for contracts for the public service shall the same be published in any newspaper published and printed in the District of Columbia unless the supplies or labor covered by such advertisement are to be furnished or performed in said District of Columbia. (Paragraphs 2, 3.)

842. ACT MARCH 3, 1877. 19 STAT. 335.

Mail matter on official business to be carried free.

SEC. 5. It shall be lawful to transmit through the mail, free of postage, any letters, packages, or other matters relating exclusively to the business of the Government of the United States: *Provided*, That every such letter or package to entitle it to pass free shall bear over the words "Official business" an endorsement showing also the name of the department, and, if from a bureau or office, the names of the department and bureau or office, as the case may be, whence transmitted.

SEC. 6. For the purpose of carrying this act into effect, it shall be the duty of each of the executive departments of the United States to provide for itself and its subordinate offices the necessary envelopes: and in addition to the endorsement designating the department in which they are to be used, the penalty for the unlawful use of these envelopes shall be stated thereon. (Paragraphs 38, 78, 79, 577, 679.)

843. ACT JUNE 19, 1878. 20 STAT. 171.

Injuring or destroying, stealing, etc., books, etc.; punishment.

That any person who shall steal, wrongfully deface, injure, mutilate, tear, or destroy any book, pamphlet, or manuscript, or any portion thereof, belonging to the Library of Congress, or to any public library in the District of Columbia, whether the property of the United States or of any individual or corporation in said district, or who shall steal, wrongfully deface, injure, mutilate, tear, or destroy any book, pamphlet, document, manuscript, print, engraving, medal, newspaper, or work of art, the property of the United States, shall be held guilty of a misdemeanor, and, on conviction thereof, shall, when the offense is not otherwise punishable by some statute of the United States, be punished by a fine of not less than ten dollars nor more than one thousand dollars, and by imprisonment for not less than one nor more than twelve months, or both, for every such offense. (Paragraph 230.)

844. ACT MARCH 3, 1879. 20 STAT. 362; ACT JULY 5, 1884. 23 STAT. 158.

Transmission of official mail-matter by officers of the Government.

The provisions of the fifth and sixth section of the act entitled "An act establishing post routes, and for other purposes" approved March third, eighteen hundred and seventy-seven, for the transmission of official mail matter, be, and they are hereby, extended to all officers of the United States Government, not includ-

ing members of Congress, the envelopes of such matter in all cases to bear appropriate indorsements containing the proper designation of the office from which or officer from whom the same is transmitted, with a statement of the penalty for their misuse. * * *. *Provided*, That any department or officer authorized to use the penalty envelopes may inclose them with return address to any person or persons from or through whom official information is desired, the same to be used only to cover such official information, and indorsements relating thereto: *Provided further*, That any letter or packet to be registered by either of the executive departments, or bureaus thereof, or by the Agricultural Department, * * * may be registered without the payment of any registry fee; and any part-paid letter or packet addressed to either of said departments or bureaus may be delivered free; but where there is good reason to believe the omission to prepay the full postage thereon was intentional, such letter or package shall be returned to the sender: *Provided further*, That this act shall not extend or apply to * * * officers who receive a fixed allowance as compensation for their services, including expenses of postages. (Paragraphs 38, 78, 79, 577, 679.)

845. ACT JANUARY 21, 1881. 21 STAT. 317.

Advertising in the District of Columbia, rates of payment.

That all advertising required by existing laws to be done in the District of Columbia by any of the departments of the Government shall be given to one daily and one weekly newspaper of each of the two principal political parties and to one daily and one weekly neutral newspaper: *Provided*, That the rates of compensation for such service shall in no case exceed the regular commercial rate of the newspapers selected; nor shall any advertisement be paid for unless pub-

lished in accordance with section thirty-eight hundred and twenty-eight of the Revised Statutes. (Paragraphs 2, 3.)

846. ACT DECEMBER 20, 1881. 22 STAT. 1.

Holiday within the District of Columbia falling on Sunday.

Whenever any day set apart as a legal holiday within the District of Columbia shall fall on the first day of the week, commonly called Sunday, then and in such event the day next succeeding shall be a holiday within the District of Columbia. (Paragraphs 24, 25, 491, 493.)

847. ACT AUGUST 5, 1882. 22 STAT. 255.

No officer or employee to be employed in any executive department at the seat of Government unless specifically authorized by law.

No civil officer, clerk, draughtsman, copyist, messenger, assistant messenger, mechanic, watchman, laborer, or other employee shall after the first day of October next be employed in any of the executive departments, or subordinate bureaus or offices thereof at the seat of government, except only at such rates and in such numbers, respectively, as may be specifically appropriated for by Congress for such clerical and other personal services for each fiscal year; and no civil officer, clerk, draughtsman, copyist, messenger, assistant messenger, mechanic, watchman, laborer, or other employee shall hereafter be employed at the seat of government in any executive department or subordinate bureau or office thereof or be paid from any appropriation made for contingent expenses, or for any specific or general purpose, unless such employment is authorized and payment therefor specifically provided in the law granting the appropriation, and then only for services actually rendered in connection with and for the purposes of the appropriation from which payment is made, and at the rate of com-

pensation usual and proper for such services, and after the first day of October next section one hundred and seventy-two of the Revised Statutes, and all other laws and parts of laws inconsistent with the provisions of this act, and all laws and parts of laws authorizing the employment of officers, clerks, draughtsmen, copyists, messengers, assistant messengers, mechanics, watchmen, laborers, or other employees at a different rate of pay or in excess of the numbers authorized by appropriations made by Congress, be, and they are hereby, repealed; and thereafter all details of civil officers, clerks, or other subordinate employees from places outside of the District of Columbia for duty within the District of Columbia, except temporary details for duty connected with their respective offices, be, and are hereby, prohibited; and thereafter all moneys accruing from lapsed salaries, or from unused appropriations for salaries, shall be covered into the Treasury. (Paragraphs 15, 404, 420, 424, 460.)

NOTE.—By act of August 23, 1912 (37 Stat. 414) it is provided that any person violating the above paragraph shall be summarily removed from office, and may also upon conviction thereof be punished by a fine of not more than one thousand dollars, or by imprisonment for not more than one year.

848. ACT MARCH 3, 1883, 22 STAT. 552; ACT JULY 16, 1892, 27 STAT. 199; ACT MAY 1, 1913, 38 STAT. 3; ACT MARCH 4, 1915, 38 STAT. 1086, 1108; ACT MAY 29, 1920, 41 STAT. 691.

Statement of buildings rented.

Hereafter the annual statement required by law of buildings rented within the District of Columbia for use of the Government shall as to each building show the purposes for which rented, the annual rental, the area thereof in square feet of available floor space for Government uses, the rate paid per square foot, the assessed valuation of the building, what propor-

tion, if any, of the rental paid includes heat, light, elevator, or other service, and the cost of the care, maintenance, and operation of each building per square foot of floor space of the building or portion of building rented. (Paragraph 627.)

NOTE.—The act of June 5, 1920 (41 Stat. 874, 945), makes the same requirement as to Government-owned buildings in the D. C.

849. ACT MARCH 3, 1883. 22 STAT. 625.

Patents to officers of the Government for inventions to be used in the public service.

The Secretary of the Interior and the Commissioner of Patents are authorized to grant any officer of the Government, except officers and employees of the Patent Office, a patent for any invention of the classes mentioned in section forty-eight hundred and eighty-six of the Revised Statutes, when such invention is used or to be used in the public service, without the payment of any fee: *Provided*, That the applicant in his application shall state that the invention described herein, if patented, may be used by the Government or any of its officers or employees in the prosecution of work for the Government, or by any other person in the United States, without the payment to him of any royalty thereon, which stipulation shall be included in the patent. (Paragraph 686.)

850. ACT MAY 1, 1884. 23 STAT. 15, 17.

Acceptances of voluntary service for Government, or employment of service in excess of that authorized by law, prohibited.

* * * hereafter no department or officer of the United States shall accept voluntary service for the Government or employ personal service in excess of that authorized by law except in cases of sudden emergency involving the loss of human life or the destruction of property. (Paragraph 405.)

851. ACT MAY 29, 1884. 23 STAT. 33.**Domestic animals, disease, report.**

That the Commissioner of Agriculture shall report annually to Congress, at the commencement of each session, a list of the names of all persons employed, an itemized statement of all expenditures under this act, and full particulars of the means adopted and carried into effect for the suppression of contagious, infectious, or communicable diseases among domestic animals. (Paragraph 641.)

852. RES. JANUARY 6, 1885, NO. 5. 23 STAT. 516.**Per diem employees allowed certain holidays.**

The employees of the navy yard, Government Printing Office, Bureau of Printing and Engraving, and all other per diem employees of the Government on duty at Washington, or elsewhere in the United States, shall be allowed the following holidays, to wit: The first day of January, the twenty-second day of February, the fourth day of July, the twenty-fifth day of December, and such days as may be designated by the President as days for national thanksgiving, and shall receive the same pay as on other days. (Paragraphs 25, 493.)

853. RES. FEBRUARY 23, 1887, NO. 6. 24 STAT. 644.**Per diem employees allowed additional holidays.**

All per diem employees of the Government, on duty at Washington or elsewhere in the United States, shall be allowed the day of each year, which is celebrated as "Memorial" or "Decoration Day" and the fourth of July of each year, as holiday, and shall receive the same pay as on other days. (Paragraph 25, 493.)

854. ACT FEBRUARY 9, 1889. 25 STAT. 659.**Control of the Department.**

That the Department of Agriculture, shall be an executive department, under the supervision and control of a Secretary of Agriculture, who shall be appointed by the President, by and with the advice and consent of the Senate * * *.

855. ACT FEBRUARY 16, 1889. 25 STAT. 672.

Accumulation of useless papers in departments; report to Congress examination by committee; sale or other disposition.

That whenever there shall be in any one of the executive departments of the Government an accumulation of files of papers, which are not needed or useful in the transaction of the current business of such department and have no permanent value or historical interest, it shall be the duty of the head of such department to submit to Congress a report of that fact, accompanied by a concise statement of the condition and character of such papers. And upon the submission of such report, it shall be the duty of the presiding officer of the Senate to appoint two Senators, and of the Speaker of the House of Representatives to appoint two Representatives, and the Senators and Representatives so appointed shall constitute a joint committee, to which shall be referred such report, with the accompanying statement of the condition and character of such papers, and such joint committee shall meet and examine such report and statement and the papers therein described, and submit to the Senate and House, respectively, a report of such examination and their recommendation. And if they report that such files of papers, or any part thereof, are not needed or useful in the transaction of the current business of such department, and have no permanent value or historical interest, then it shall be the duty of such head of the department to sell as waste paper, or otherwise dispose of such files of papers upon the best obtainable terms after due publication of notice inviting proposals therefor, and receive and pay the proceeds thereof into the Treasury of the United States, and make report thereof to Congress. (Paragraphs 213, 634, 703.)

856. ACT MARCH 1, 1889. 25 STAT. 772, 779.

Leave of absence for Government officers and employees who are members of the National Guard of the District of Columbia.

SEC. 49. That all officers and employees of the United States and of the District of Columbia who are members of the National Guard shall be entitled to leave of absence from their respective duties, without loss of pay or time, on all days of any parade or encampment ordered or authorized under the provisions of this act. (Paragraph 489.)

857. ACT JULY 11, 1890. 26 STAT. 268.

Annual reports of number and salaries of inefficient employees.

That hereafter it shall be the duty of the heads of the several executive departments of the Government to report to Congress each year in the annual estimates the number of employees in each bureau and office and the salaries of each who are below a fair standard of efficiency. (Paragraph 627.)

858. ACT AUGUST 30, 1890. 26 STAT. 371, 398.

Meteorological instruments for voluntary observers.

* * * the Secretary of War, as he may think proper, may cause to be issued such meteorological instruments (not exceeding one set valued at fifteen dollars to any one county) to voluntary unpaid observers, in order to secure meteorological data from such observers, under regulations to be prescribed by the Secretary of War, * * *

NOTE.—The Weather Service was transferred from the Signal Corps of the Army to the Department of Agriculture by act October 1, 1890, c. 1266.

859. ACT AUGUST 29, 1890. 26 STAT. 371.

Oaths of office to be administered without compensation; chief clerks of departments authorized to administer oaths of office.

* * * And no officer, clerk, or employee of any executive department who is also a notary public

or other officer authorized to administer oaths, shall charge or receive any fee or compensation for administering oaths of office to employees of such department required to be taken on appointment or promotion therein.

And the chief clerks of the several executive departments and of the various bureaus and offices thereof in Washington, District of Columbia, are hereby authorized and directed, on application and without compensation therefor, to administer oaths of office to employees required to be taken on their appointment or promotion. (Paragraph 422.)

860. ACT AUGUST 1, 1892. 27 STAT. 340.

Eight hours' labor in one day for laborers and mechanics on Government works.

That the service and employment of all laborers and mechanics who are now or may hereafter be employed by the Government of the United States, by the District of Columbia, or by any contractor or subcontractor upon any of the public works of the United States or of the said District of Columbia, is hereby limited and restricted to eight hours in any one calendar day, and it shall be unlawful for any officer of the United States Government or of the District of Columbia or any such contractor or subcontractor whose duty it shall be to employ, direct, or control the services of such laborers or mechanics to require or permit any such laborer or mechanic to work more than eight hours in any calendar day except in case of extraordinary emergency.

Violation of act by officer or contractor; punishment.

SEC. 2. That any officer or agent of the Government of the United States or of the District of Columbia, or any contractor or subcontractor whose duty it shall be to employ, direct, or control any laborer or mechanic employed upon any of the public works of the United States or of the District of Columbia who shall intentionally violate any provision of this act, shall be

deemed guilty of a misdemeanor, and for each and every such offense shall upon conviction be punished by a fine not to exceed one thousand dollars or by imprisonment for not more than six months, or by both such fine and imprisonment, in the discretion of the court having jurisdiction thereof. (Paragraph 478.)

861. ACT MARCH 29, 1894. 28 STAT. 47.

Certificates of loss, instead of returns, of public property, to be furnished.

That instead of forwarding to the accounting officers of the Treasury Department returns of public property intrusted to the possession of officers or agents, the Quartermaster General, the Commissary General of Subsistence, the Surgeon General, the Chief of Engineers, the Chief of Ordnance, the Chief Signal Officer, the Paymaster General of the Navy, the Commissioner of Indian Affairs, or other like chief officers in any department, by, through, or under whom stores, supplies, and other public property are received for distribution, or whose duty it is to receive or examine returns of such property, shall certify to the proper accounting officer of the Treasury Department, for debiting on the proper account, any charge against any officer or agent intrusted with public property, arising from any loss, accruing by his fault, to the Government as to the property so intrusted to him.

Contents and effect of certificate.

SEC. 2. That said certificate shall set forth the condition of such officer's or agent's property returns, that it includes all charges made up to its date and not previously certified, that he has had a reasonable opportunity to be heard and has not been relieved of responsibility; the effect of such certificate, when received, shall be the same as if the facts therein set forth had been ascertained by the accounting officers of the Treasury Department in accounting.

Manner of making returns or of ascertaining liability not affected.

SEC. 3. That the manner of making property returns to or in any administrative bureau or department, or of ascertaining liability for property, under existing laws and regulations, shall not be affected by this act, except as provided in section one; but in all cases arising as to such property so intrusted the officer or agent shall have an opportunity to relieve himself from liability.

Regulations by heads of departments.

SEC. 4. That the heads of the several departments are hereby empowered to make and enforce regulations to carry out the provisions of this act. (Paragraphs 203, 206, 209, 210, 215.)

862. ACT JUNE 28, 1894. 28 STAT. 96.**Labor day made a holiday.**

The first Monday of September in each year, being the day celebrated and known as labor's holiday, is hereby made a legal public holiday, to all intents and purposes, in the same manner as Christmas, the first day of January, the twenty-second day of February, the thirtieth day of May, and the fourth day of July are now made by law public holidays. (Paragraphs 25, 491, 493.)

863. ACT JULY 31, 1894, SEC. 2. 28 STAT. 205.**No person to hold more than one office if compensation attached is \$2,500.**

No person who holds an office the salary or annual compensation attached to which amounts to the sum of two thousand five hundred dollars shall be appointed to or hold any other office to which compensation is attached unless specially heretofore or hereafter specially authorized thereto by law; but this shall not apply to retired officers of the Army or Navy whenever they may be elected to public office or whenever the

President shall appoint them to office by and with the advice and consent of the Senate. (Paragraphs 15, 16, 17, 404, 424.)

864. ACT JULY 31, 1894. 28 STAT. 162, 207.

Comptroller of Treasury to prescribe forms of keeping and rendering accounts.

SEC. 5. The Comptroller of the Treasury shall, under the direction of the Secretary of the Treasury, prescribe the forms of keeping and rendering all public accounts, except those relating to the postal revenues and expenditures therefrom.

Certified balances conclusive on departments; revision of accounts; accepting payment on auditor's settlement, conclusive; decisions of auditors to be examined by comptroller; comptroller's decisions to govern.

SEC. 8. The balances which may from time to time be certified by the auditors to the Division of Bookkeeping and Warrants, or to the Postmaster General, upon the settlements of public accounts, shall be final and conclusive upon the executive branch of the Government, except that any person whose accounts may have been settled, the head of the executive department, or of the board, commission, or establishment not under the jurisdiction of an executive department, to which the account pertains, or the Comptroller of the Treasury, may, within a year, obtain a revision of the said account by the Comptroller of the Treasury, whose decision upon such revision shall be final and conclusive upon the executive branch of the Government: *Provided*, That the Secretary of the Treasury may, when in his judgment the interests of the Government require it, suspend payment and direct the reexamination of any account.

Upon a certificate by the Comptroller of the Treasury of any differences ascertained by him upon revision the auditor who shall have audited the account shall state an account of such differences, and certify it to the Division of Bookkeeping and Warrants, except

that balances found and accounts stated as aforesaid by the Auditor for the Post Office Department for postal revenues and expenditures therefrom shall be certified to the Postmaster General.

Any person accepting payment under a settlement by an auditor shall be thereby precluded from obtaining a revision of such settlement as to any items upon which payment is accepted; but nothing in this act shall prevent an auditor from suspending items in an account in order to obtain further evidence or explanations necessary to their settlement. When suspended items are finally settled a revision may be had as in the case of the original settlement. Action upon any account or business shall not be delayed awaiting applications for revision: *Provided*, That the Secretary of the Treasury shall make regulations fixing the time which shall expire before a warrant is issued in payment of an account certified as provided in sections seven and eight of this Act.

The auditors shall, under the direction of the Comptroller of the Treasury, preserve, with their vouchers and certificates, all accounts which have been finally adjusted.

All decisions by auditors making an original construction or modifying an existing construction of statutes shall be forthwith reported to the Comptroller of the Treasury, and items in any account affected by such decisions shall be suspended and payment thereof withheld until the Comptroller of the Treasury shall approve, disapprove, or modify such decisions and certify his actions to the auditor. All decisions made by the Comptroller of the Treasury under this act shall be forthwith transmitted to the auditor or auditors whose duties are affected thereby.

Disbursing officers, or the head of any executive department, or other establishment not under any of the executive departments, may apply for and the

Comptroller of the Treasury shall render his decision upon any question involving a payment to be made by them or under them, which decision, when rendered, shall govern the auditor and the Comptroller of the Treasury in passing upon the account containing said disbursement. (Paragraphs 5, 6, 7, 8, 9, 57.)

NOTE.—The above is materially changed by act creating General Accounting Office (42 Stat. 20, 23), which act see Laws, 993.

865, ACT JULY 31, 1894, SEC. 12, 28 STAT. 209; ACT MARCH 2, 1895, SEC. 4, 28 STAT. 807; ACT MAY 28, 1896, SEC. 4, 29 STAT. 179.

Rendition of accounts by disbursing agents.

All monthly accounts shall be mailed or otherwise sent to the proper officer at Washington within ten days after the end of the month to which they relate and quarterly and other accounts within twenty days after the period to which they relate, and shall be transmitted to and received by the auditors within twenty days of their actual receipt at the proper office in Washington in the case of monthly, and sixty days in the case of quarterly and other accounts. Should there be any delinquency in this regard at the time of the receipt by the auditor of a requisition for an advance of money, he shall disapprove the requisition, which he may also do for other reasons arising out of the condition of the officer's accounts for whom the advance is requested; but the Secretary of the Treasury may overrule the auditor's decision as to the sufficiency of these latter reasons: *Provided*, That the Secretary of the Treasury shall prescribe suitable rules and regulations, and may make orders in particular cases, relaxing the requirement of mailing or otherwise sending accounts, as aforesaid, within ten or twenty days, or waiving delinquency, in such cases only in which there is, or is likely to be, a manifest physical difficulty in complying with the same, it being the purpose of this provision to require the prompt rendition of accounts without regard to the mere convenience of the officers, and to forbid the advance

of money to those delinquent in rendering them: *Provided further*, That should there be a delay by the administrative departments beyond the aforesaid twenty or sixty days in transmitting accounts, an order of the President, or, in the event of the absence from the seat of government or sickness of the President an order of the Secretary of the Treasury, in the particular case, shall be necessary to authorize the advance of money requested: * * *

The Secretary of the Treasury shall, on the first Monday of January in each year, make report to Congress of such officers and administrative departments and offices of the Government as were, respectively, at any time during the last preceding fiscal year delinquent in rendering or transmitting accounts to the proper offices in Washington and the cause therefor, and in each case indicating whether the delinquency was waived, together with such officers * * * as were found upon final settlement of their accounts to have been indebted to the Government, with the amount of such indebtedness in each case, and who, at the date of making report, had failed to pay the same into the Treasury of the United States. (Paragraphs 5, 6, 7, 8, 9, 57, 651.)

NOTE.—A provision of section 22 of this act, making it the duty of the heads of departments to make regulations for administrative examination of all accounts as required by this section, before their transmission to the auditors, is set forth above. Provision for the receipt and the examination and settlement of accounts by the six auditors, including those of the Secretary and of the Department of Agriculture by the Auditor of the State and other Departments, was made by section 7 of this act, and other sections of the act relate to the revision of accounts so settled and further proceedings thereon, and the duties and powers of the auditors and the Comptroller of the Treasury in regard thereto. All of these provisions were partially superseded by the creation of the General Accounting Office as an independent establishment of the Government under the direction and control of the Comptroller General the abolition of the offices of the Comptroller of the Treasury and of the six auditors, the transfer of all powers and duties of said officers to the General Accounting Office, and the requirement that all Government accounts be settled and adjusted in said General Accounting Office, by act June 10, 1921, chap. 18, Title III, secs. 301-318, 42 Stat. 23. (Paragraph 651.)

866. ACT JULY 31, 1894. 28 STAT. 210.**Administrative examination of accounts.**

SEC. 22. It shall also be the duty of the heads of the several executive departments and of the proper officers of other Government establishments, not within the jurisdiction of any executive department, to make appropriate rules and regulations to secure a proper administrative examination of all accounts sent to them, as required by section twelve of this act, before their transmission to the auditors, and for the execution of other requirements of this act in so far as the same relate to the several departments or establishments. (Paragraphs 5, 6, 7, 8, 9, 57.)

NOTE.—Provisions of section 12 of this act, mentioned in this provision, is set forth above as amended. See note thereto as to abolition of offices of auditors and transfer of their duties.

867. ACT JANUARY 12, 1895. 28 STAT. 611.**Delivery of documents in charge of departments, to superintendent of documents.**

SEC. 67. All documents at present remaining in charge of the several executive departments, bureaus, and offices of the Government not required for official use shall be delivered to the superintendent of documents, and hereafter all public documents accumulating in said departments, bureaus, and offices not needed for official use shall be annually turned over to the superintendent of documents for distribution or sale.

868. ACT JANUARY 12, 1895. 28 STAT. 620.**Ownership of publications furnished officers for official use; free use of publications in depositories.**

SEC. 74. Government publications furnished to judicial and executive officers of the United States for their official use shall not become the property of these officers, but on the expiration of their official term shall be by them delivered to their successors in office and all Government publications delivered to designated depositories or other libraries shall be for public use without charge.

869. ACT JANUARY 12, 1895. 28 STAT. 622.

Printing, binding, and blank books for executive departments.

SEC. 87. All printing, binding, and blank books * * * for the executive * * * departments shall be done at the Government Printing Office, except in cases otherwise provided by law. (Paragraph 624.)

870. ACT JANUARY 12, 1895. 28 STAT. 601.

Exchange of surplus documents.

SEC. 95. Heads of departments are authorized to exchange surplus documents for such other documents and books as may be required by them, when the same can be done to the advantage of the public service. (Paragraphs 218, 241.)

871. ACT JANUARY 12, 1895. 28 STAT. 623.

Publications distributed, report.

Government publications printed for or received by the executive departments, whether for official use or for distribution, shall be distributed by a competent person detailed to such duty in each department by the head thereof. He shall keep an account in detail of all publications received and distributed by him. He shall prevent duplication and make detailed report to the head of the department, who shall transmit the same annually to Congress. (Paragraph 635.)

872. ACT MARCH 2, 1895. 28 STAT. 808.

Statement of condition of business, arrearages, details.

It shall be the duty of the head of each executive department or other Government establishment in the city of Washington to submit to the first regular session of the Fifty-fourth Congress, and annually thereafter, in the Annual Book of Estimates, a statement as to the condition of business in his department or other Government establishment, showing whether any part of the same is in arrears, and, if so, in what divisions of

the respective bureaus and offices of his department or other Government establishment such arrears exist, the extent thereof, and the reasons therefor, and also a statement of the number and compensation of employees appropriated for in one bureau or office who have been detailed to another bureau or office for a period exceeding one year. (Paragraphs 460, 627.)

873. ACT MARCH 2, 1895. 28 STAT. 910.

Accumulation of useless papers in department buildings.

That the act entitled "An act to authorize and provide for the disposition of useless papers in the executive departments," approved February sixteenth, eighteen hundred and eighty-nine, be, and the same is hereby, amended so as to include in its provisions any accumulation of files of papers of a like character therein described now or hereafter in the various public buildings under the control of the several executive departments of the Government. (Paragraphs 634, 703.)

874. ACT JUNE 8, 1896. 29 STAT. 262.

Mail matter of the fourth class.

Mailable matter of the fourth class shall embrace all matter not embraced in the first, second, or third class which is not in its form or nature liable to destroy, deface, or otherwise damage the contents of the mail bag or harm the person of anyone engaged in the postal service, and is not above the weight provided by law, which is hereby declared to be not exceeding four pounds for each package thereof, except in case of single books weighing in excess of that amount, and except for books and documents published or circulated by order of Congress, or printed or written official matter emanating from any of the departments of the Government. (Paragraphs 78, 79, 683.)

NOTE.—See "Laws 891 and 966" for relation of above to franking privilege.

875. ACT JUNE 8, 1896. 29 STAT. 268.**Proceeds of sales of public property.**

From the proceeds of sales of old material, condemned stores, supplies, or other public property of any kind before being deposited into the Treasury, either as miscellaneous receipts on account of "proceeds of Government property" or to the credit of the appropriations to which such proceeds are by law authorized to be made, there may be paid the expenses of such sales, as approved by the accounting officers of the Treasury, so as to require only the net proceeds of such sales to be deposited into the Treasury, either as miscellaneous receipts or to the credit of such appropriations, as the case may be. (Paragraphs 12, 211, 212.)

876. ACT MARCH 3, 1897. 29 STAT. 694.**Representation of heads of departments requesting expediting of patents.**

SEC. 7. That in every case where the head of any department of the Government shall request the Commissioner of Patents to expedite the consideration of an application for a patent it shall be the duty of such head of a department to be represented before the commissioner in order to prevent the improper issue of a patent. (Paragraphs 686, 687.)

877. ACT MARCH 15, 1898. 30 STAT. 316.**Hours of labor and leaves of absence of clerks and other employees in departments; reports of arrearages in work.**

SEC. 5. Hereafter it shall be the duty of the heads of the several executive departments, in the interest of the public service, to require of all clerks and other employees, of whatever grade or class, in their respective departments, not less than seven hours of labor each day, except Sundays and days declared public holidays by law or Executive order: *Provided*, That the heads of the departments may, by special order, stating the

reason, further extend the hours of any clerk or employee in their departments, respectively; but in case of an extension it shall be without additional compensation: *Provided further*, That the head of any department may grant thirty days' annual leave with pay in any one year to each clerk or employee: *And provided further*, That where some member of the immediate family of a clerk or employee is afflicted with a contagious disease and requires the care and attendance of such employee, or where his or her presence in the department would jeopardize the health of fellow clerks, and in exceptional and meritorious cases, where a clerk or employee is personally ill, and where to limit the annual leave to thirty days in any one calendar year would work peculiar hardship, it may be extended, in the discretion of the head of the department, with pay, not exceeding thirty days in any one case or in any one calendar year.

This section shall not be construed to mean that so long as a clerk or employee is borne upon the rolls of the department in excess of the time herein provided for or granted that he or she shall be entitled to pay during the period of such excessive absence, but that the pay shall stop upon the expiration of the granted leave.

Hereafter it shall be the duty of the head of each executive department to require monthly reports to be made to him as to the condition of the public business in the several bureaus or offices of his department at Washington; and in each case where such reports disclose that the public business is in arrears, the head of the department in which such arrears exist shall require, as provided herein, an extension of the hours of service to such clerks or employees as may be necessary to bring up such arrears of public business.

Hereafter it shall be the duty of the head of each executive department, or other Government establishment at the seat of Government, not under an executive department, to make at the expiration of each quarter of the fiscal year a written report to the President as to the condition of the public business in his executive department or Government establishment, and whether any branch thereof is in arrears. (Paragraphs 480, 484, 509, 517, 655.)

878. ACT MARCH 15, 1898. 30 STAT. 316.

Purchase of law books, books of reference, and periodicals.

Hereafter law books, books of reference, and periodicals for use of any executive department, or other Government establishment not under an executive department, at the seat of Government, shall not be purchased or paid for from any appropriation made for contingent expenses or for any specific or general purpose unless such purchase is authorized and payment therefor specifically provided in the law granting the appropriation. (Paragraph 69.)

879. ACT JULY 7, 1898. 30 STAT. 652.

Annual leave of absence, notwithstanding sick leave.

Nothing contained in section seven of the act making appropriations for legislative, executive, and judicial expenses of the Government for the fiscal year eighteen hundred and ninety-nine, approved March fifteenth, eighteen hundred and ninety-eight, shall be construed to prevent the head of any executive department from granting thirty days' annual leave with pay in any one year to a clerk or employee, notwithstanding such clerk or employee may have had during such year not exceeding thirty days' leave with pay on account of sickness as provided in said section seven. (Paragraphs 22, 23, 480 484, 509.)

880. ACT JULY 7, 1898. 30 STAT. 655.**Purchase of recording clocks forbidden.**

* * * That no recording clocks used for recording time of clerks or other employees shall be purchased for use in any of the executive departments at Washington, District of Columbia, except from moneys specifically appropriated therefor.

881. ACT FEBRUARY 24, 1899. 30 STAT. 846, 890.**Annual leave of absence, exclusive of Sundays and holidays.**

* * * That the thirty days' annual leave of absence with pay in any one year to clerks and employees in the several executive departments authorized by existing law shall be exclusive of Sundays and legal holidays. (Paragraphs 22, 23, 480, 484, 491.)

882. ACT JUNE 3, 1902. 32 STAT. 303.**Advances of public money.**

Advances of public money from the appropriations for the Department of Agriculture shall be made by the Secretary of Agriculture only to such chiefs of field parties, agricultural explorers, special agents, and others as shall have given bonds in such sums as the Secretary of Agriculture shall direct. (Paragraphs 12, 13, 57.)

883. ACT JUNE 28, 1902. 32 STAT. 419.**Supplies for executive* departments to be furnished by Public Printer.**

The Public Printer is authorized hereafter to procure and supply, on the requisition of the head of any executive department or other Government establishment, complete manifold blanks, books, and forms, required in duplicating processes; also complete patented devices with which to file money-order statements, or other uniform official papers, and to charge such supplies to the allotment for printing and binding of the department or Government establishment requiring the same.

884. ACT JULY 1, 1902. 32 STAT. 590, 615.

Leave of absence for Government officers and employees who are members of the National Guard of the District of Columbia; act March 1, 1889, chap. 328, sec. 49. construed.

* * * That section forty-nine of "An act to provide for the organization of the militia of the District of Columbia," approved March first, eighteen hundred and eighty-nine, shall be construed as covering all days of service which the National Guard, or any portion thereof, may be ordered to perform by the commanding general. (Paragraph 489.)

885. ACT FEBRUARY 25, 1903. 32 STAT. 854.**Transfer of books, etc., from departments to Library of Congress and Public Library of District of Columbia.**

The head of any executive department or bureau or any commission of the Government is hereby authorized from time to time to turn over to the Librarian of Congress, for the use of the Library of Congress, any books, maps, or other material in the library of the department, bureau, or commission no longer needed for its use, and in the judgment of the Librarian of Congress appropriate to the uses of the Library of Congress.

Any books of a miscellaneous character no longer required for the use of such department, bureau, or commission, and not deemed an advisable addition to the Library of Congress, shall, if appropriate to the uses of the Free Public Library of the District of Columbia, be turned over to that library for general use as a part thereof. (Paragraph 242.)

886. ACT MARCH 18, 1904, SEC. 3. 33 STAT. 142.**Prohibiting expenses of horses and carriages or drivers for personal use of officers within the District of Columbia.**

No part of any money appropriated by this or any other act shall be available for paying expenses of horses and carriages or drivers therefor for the per-

sonal use of any officer provided for by this or any other act other than the President of the United States, the heads of executive departments, and the Secretary to the President: *Provided*, That this provision shall not apply to officials outside of the District of Columbia in the performance of their public duties. This paragraph shall not take effect until July first, nineteen hundred and four. (Paragraphs, 33, 35, 36.)

887. ACT APRIL 23, 1904. 33 STAT. 276.

Chief clerk of Department of Agriculture, superintendent of buildings.

* * * Chief Clerk, who shall be superintendent of the department buildings * * *.

888. ACT FEBRUARY 3, 1905. 33 STAT. 687.

Restrictions on payment of expenses of carriages or vehicles for personal or official use; carriages or vehicles for official use to have thereon name of department, etc.

SEC. 4. No part of any money appropriated by this or any other act shall be used for purchasing, maintaining, driving, or operating any carriage or vehicle (other than those for the use of the President of the United States, the heads of the executive departments and the Secretary to the President, and other than those used for transportation of property belonging to or in the custody of the United States), for the personal or official use of any officer or employer of any of the executive departments or other Government establishments at Washington, District of Columbia, unless the same shall be specifically authorized by law or provided for in terms by appropriation of money, and all such carriages and vehicles so procured and used for official purposes shall have conspicuously painted thereon at all times the full name of the executive department or other branch of the public service to which the same belong and in the service of which the same are used. (Paragraphs 33, 35, 36.)

889. ACT MARCH 16, 1906, 34 STAT. 64; ACT MAY 8, 1914, 38 STAT. 372, 374; ACT MARCH 4, 1915, 38 STAT. 1086, 1110; ACT FEBRUARY 26, 1923, 42 STAT. 1292.

Annual report of agricultural experiment stations and cooperative agricultural extension work.

That hereafter there be prepared by the Department of Agriculture an annual report on the work and expenditures of the agricultural experiment stations established under the act of Congress of March second, eighteen hundred and eighty-seven (Twenty-fourth Statutes at Large, page four hundred and forty), on the work and expenditures of the Department of Agriculture in connection therewith, and on the cooperative agricultural extension work and expenditures of the Department of Agriculture and of agricultural colleges under the act of May eighth, nineteen hundred and fourteen, entitled "An act to provide for cooperative agricultural extension work between the agricultural colleges in the several States receiving the benefits of an act of Congress approved July second, eighteen hundred and sixty-two, and of acts supplementary thereto, and the United States Department of Agriculture"; and that there be printed annually eight thousand copies of said report, of which one thousand copies shall be for the use of the Senate, two thousand copies for the use of the House of Representatives, and five thousand copies for the use of the Department of Agriculture.

That the Secretary of Agriculture shall make an annual report to Congress on the receipts, expenditures, work, and results of the agricultural experiment stations and cooperative agricultural extension work in all of the States and Territories, receiving the benefits of this act and also whether the appropriation of any State or Territory has been withheld; and if so, the reason therefor.

The Secretary of Agriculture shall prescribe the form of the annual financial statement required (under the acts: March 2, 1887, 24 Stat. 440; July 2, 1862, 12 Stat. 503; March 16, 1906, 34 Stat. 63; May 8, 1914, 38 Stat. 372; and amendatory acts), ascertain whether the expenditures are in accordance with their provisions, coordinate the work of the Department of Agriculture with that of the State agricultural colleges and experiment stations in the lines authorized in said acts, and make report thereon to Congress. (Paragraph 642.)

890. ACT JUNE 22, 1906. 34 STAT. 449.

Details of officers, clerks, and employees in public service outside District of Columbia for duty in departments in District of Columbia restricted.

SEC. 6. Hereafter it shall be unlawful to detail civil officers, clerks, or other subordinate employees who are authorized or employed under or paid from appropriations made for the Military or Naval Establishments, or any other branch of the public service outside of the District of Columbia, except those officers and employees whose details are now specially provided by law, for duty in any bureau, office, or other division of any executive department in the District of Columbia, except temporary details for duty connected with their respective offices. (Paragraph 460.)

891. ACT JUNE 29, 1906. 34 STAT. 447.

Penalty privilege limited to strictly mail matter.

Hereafter no article, package, or other matter, except postage stamps, stamped envelopes, newspaper wrappers, postal cards, and internal-revenue stamps, shall be admitted to the mails under a penalty privilege unless such article, package, or other matter, except postage stamps, stamped envelopes, newspaper wrappers, postal cards, and internal-revenue stamps would be entitled to admission to the mails under laws requiring payment of postage. (Paragraphs 78, 79, 683.)

892. ACT JUNE 30, 1906. 34 STAT. 697.

Statements of money from proceeds of public property or other sources, and payments therefrom.

SEC. 5. Hereafter the Secretary of the Treasury shall require, and it shall be the duty of the head of each executive department or other Government establishment to furnish him, within thirty days after the close of each fiscal year, a statement of all money arising from proceeds of public property of any kind or from any source other than the postal service, received by said head of department or other Government establishment during the previous fiscal year for or on account of the public service, or in any other manner in the discharge of his official duties other than as salary or compensation, which was not paid into the General Treasury of the United States, together with a detailed account of all payments, if any, made from such funds during such year. All such statements, together with a similar statement applying to the Treasury Department, shall be transmitted by the Secretary of the Treasury to Congress at the beginning of each regular session. (Paragraphs 211, 212, 213, 214, 215.)

893. ACT JUNE 30, 1906, SEC. 6. 34 STAT. 763.

Salaries of Government employees; division and computation.

Hereafter, where the compensation of any person in the service of the United States is annual or monthly the following rules for division of time and computation of pay for services rendered are hereby established: Annual compensation shall be divided into twelve equal installments, one of which shall be the pay for each calendar month; and in making payments for a fractional part of a month one-thirtieth of one of such installments, or of a monthly compensation, shall be the daily rate of pay. For the purpose of computing such compensation and for computing time for services

rendered during a fractional part of a month in connection with annual or monthly compensation, each and every month shall be held to consist of thirty days, without regard to the actual number of days in any calendar month, thus excluding the thirty-first of any calendar month from the computation and treating February as if it actually had thirty days. Any person entering the service of the United States during a thirty-one day month and serving until the end thereof shall be entitled to pay for that month from the date of entry to the thirtieth day of said month, both days inclusive; and any person entering said service during the month of February and serving until the end thereof shall be entitled to one month's pay less as many thirtieths thereof as there were days elapsed prior to date of entry: *Provided*, That for one day's unauthorized absence on the thirty-first day of any calendar month one day's pay shall be forfeited. (Paragraphs 17, 18, 19, 20, 21, 22, 23, 26, 27.)

894. ACT MARCH 4, 1907. 34 STAT. 1256.

Sales of surplus maps and publications of Weather Bureau.

* * * hereafter the Secretary of Agriculture is authorized to sell any surplus maps or publications of the Weather Bureau, and the money received from such sales shall be deposited in the Treasury of the United States. (Paragraphs 213, 245.)

895. ACT MARCH 4, 1907. 34 STAT. 1256, 1265.

Detailed report of meat inspectors.

And the Secretary of Agriculture shall, in his annual estimates made to Congress, submit a statement in detail, showing the number of persons employed in such (meat) inspections and the salary or per diem paid to each, together with the contingent expenses of such inspectors and where they have been and are employed. (Paragraph 627.)

896. ACT MARCH 4, 1907. 34. STAT. 1256, 1270.

Sale of photographic prints, etc., and forest maps, and of condemned property or materials.

* * * hereafter he [the Secretary of Agriculture may dispose of photographic prints (including bromide enlargements), lantern slides, transparencies, blue prints, and forest maps at cost and ten per centum additional, and condemned property or materials under his charge in the same manner as provided by law for other bureaus; * * * (Paragraphs 211, 212, 213, 243, 715.)

897. ACT MARCH 4, 1907, 34 STAT. 1270; ACT MARCH 4, 1911, 36 STAT. 1253.

Timber sales; report of refunds to depositors.

That all money received after July first, nineteen hundred and seven, by or on account of the forest service for timber, or from any other source of forest reservation revenue, shall be covered into the Treasury of the United States as a miscellaneous receipt and there is hereby appropriated and made available as the Secretary of Agriculture may direct out of any funds in the Treasury not otherwise appropriated, so much as may be necessary to make refunds to depositors of money heretofore or hereafter deposited by them to secure the purchase price on the sale of any products or for the use of any land or resources of the national forests in excess of amounts found actually due from them to the United States: * * * to refund or pay over to the rightful claimants such sums as may be found by the Secretary of Agriculture to have been erroneously collected for the use of any lands, or for timber or other resources sold from lands located within, but not a part of, the national forests, or for alleged illegal acts done upon such lands, which acts are subsequently found to have been proper and legal; and the Secretary of Agriculture shall make annual report to Congress of the amounts refunded hereunder. (Paragraph 639.)

898. ACT MARCH 4, 1907. 34 STAT., 1280.**Appointments, promotions, and changes paid out of lump funds; details of employees from office of Secretary.**

And hereafter the Secretary of Agriculture is hereby authorized to make such appointments, promotions, and changes in salaries, to be paid out of the lump funds of the several bureaus, divisions, and offices of the department as may be for the best interests of the service: * * *. And the Secretary of Agriculture is hereby authorized and directed to pay the salary of each employee from the roll of the bureau, independent division, or office in which the employee is working and no other: *Provided, however,* That details may be made from or to the office of the Secretary when necessary and the services of the person whom it is proposed to detail are not required in that office; * * *. (Paragraphs 15, 404, 420, 424, 460.)

NOTE.—This is affected by the reclassification act. (42 Stat. 1488) hereinafter. "Laws 1005 and 1006."

899. ACT MARCH 4, 1907. 34 STAT. 1256, 1281.**Dispositions of accumulations of department files and obsolete or worthless documents or publications.**

And hereafter the Secretary of Agriculture is authorized to sell as waste, waste paper, or otherwise to dispose of the accumulation of department files which do not constitute permanent records, and all other documents and publications which have become obsolete or worthless. (Paragraphs 213, 634, 703.)

900. ACT MARCH 4, 1907. 34 STAT. 1256, 1281.**Sale of prints and lantern slides from photographic negatives of the Department of Agriculture.**

And hereafter the Secretary of Agriculture is hereby authorized to furnish, upon application, prints and lantern slides from negatives in the possession of the department and to charge for the same a price to cover the cost of preparation, such price to be determined

and established by the Secretary of Agriculture, and the money received from such sales to be deposited in the Treasury of the United States. (Paragraphs 213, 243, 715.)

901. ACT MARCH 4, 1907. 34 STAT. 1281.

Purchase of mileage and mileage books.

Hereafter the Secretary of Agriculture is authorized to purchase from appropriations made for traveling expenses for employees of the Department of Agriculture, mileage and mileage books, at commercial rates, in the manner in which such mileage or mileage books are usually purchased. (Paragraph 44.)

902. ACT MAY 22, 1908. 35 STAT. 244.

Statement of traveling expenses of officers and employees at Washington.

SEC. 4. It shall be the duty of the head of each executive department and other Government establishments at Washington to submit to Congress at the beginning of each regular session a statement showing in detail what officers or employees (other than special agents, inspectors, or employees, who in the discharge of their regular duties are required to constantly travel) of such executive department or other Government establishment have traveled on official business from Washington to points outside of the District of Columbia during the preceding fiscal year, giving in each case the full title of the official or employee, the destination or destinations of such travel, the business or work on account of which the same was made, and the total expense to the United States charged in each case. (Paragraph 631.)

903. ACT MAY 23, 1908. 35 STAT. 259.

Advances of money to Employees of the Forest Service.

Hereafter advances of money under any appropriation for the Forest Service may be made to the Forest

Service and by authority of the Secretary of Agriculture to chiefs of field parties for fighting forest fires in emergency cases, who shall give bond under such rules and regulations and in such sum as the Secretary of Agriculture may direct, and detailed accounts arising under such advances shall be rendered through and by the Department of Agriculture to the Treasury Department. (Paragraphs 12, 13, 57.)

904. ACT MAY 23, 1908. 35 STAT., 251, 259.

Aid in enforcement of State laws.

And hereafter officials of the Forest Service designated by the Secretary of Agriculture shall, in all ways that are practicable, aid in the enforcement of the laws of the States and Territories with regard to stock, for the prevention and extinguishment of forest fires, and for the protection of fish and game, and, with respect to national forests, shall aid the other Federal bureaus and departments, on request from them, in the performance of the duties imposed on them by law.

905. ACT MAY 23, 1908. 35 STAT. 261.

Payments to State officials, etc., report.

Hereafter any sum used for compensation of or payment of expenses to any officer or other person employed by any State, county, or municipal government, shall be reported to Congress in detail, on the first Monday of December of each year. (Paragraph 637.)

906. ACT MAY 23, 1908. 35 STAT. 251, 264.

Sale of copies of card index of publications of department.

And hereafter the Secretary of Agriculture may furnish to such institutions or individuals as may care to buy them, copies of the card index of the publications of the department and of other agricultural literature prepared by the library, and charge for the same a price covering the additional expense involved in the preparation of these copies. (Paragraphs 213, 247.)

907. ACT MAY 23, 1908. 35 STAT. 251, 266.

Sale of copies of card index of agricultural literature; disposition of proceeds.

And the Secretary of Agriculture hereafter may furnish to such institutions or individuals as may care to buy them copies of the card index of agricultural literature prepared by the Office of Experiment Stations, and charge for the same a price covering the additional expense involved in the preparation of these copies, the money received from such sales to be deposited in the Treasury of the United States as miscellaneous receipts; * * *. (Paragraphs 213, 247.)

908. ACT MAY 23, 1908. 35 STAT. 251, 267.

Leaves of absence to employees of the Department of Agriculture outside of Washington.

LEAVE OF ABSENCE: The employees of the Department of Agriculture, outside of the city of Washington, may hereafter, in the discretion of the Secretary of Agriculture, be granted leave of absence not to exceed fifteen days in any one year, which leave may in exceptional and meritorious cases where such an employee is ill, be extended, in the discretion of the Secretary of Agriculture, not to exceed fifteen days additional in any one year. (Paragraphs 480, 484, 509.)

909. ACT MARCH 4, 1909. 35 STAT. 945, 1027.

Use of moneys or appropriations for compensation or expenses of any commission, etc., forbidden, unless authorized by law; details from executive departments in connection with such commissions, etc., forbidden.

SEC. 9. That hereafter no part of the public moneys, or of any appropriation heretofore or hereafter made by Congress, shall be used for the payment of compensation or expenses of any commission, council, board, or other similar body, or any members thereof, or for expenses in connection with any work or the results of any work or action of any commission, council, board, or other similar body, unless the creation of the same

shall be or shall have been authorized by law; nor shall there be employed by detail, hereafter or heretofore made, or otherwise personal services from any executive department or other Government establishment in connection with any such commission, council, board, or other similar body. (Paragraph 663.)

910. ACT MARCH 4, 1909. 35 STAT. 1039, 1054.

Advances for subscriptions for publications for department.

* * * That hereafter section thirty-six hundred and forty-eight of the Revised Statutes shall not apply to the subscriptions for publications for the Department of Agriculture, and the Secretary of Agriculture is authorized to pay in advance for any publications for the use of this department.

911. ACT MARCH 4, 1909. 35 STAT. 1057.

Assignments of pay allowed employees.

And hereafter the Secretary of Agriculture is authorized to permit employees of the Department of Agriculture to make assignments of their pay, under such regulations as he may prescribe, during such time as they may be in the employ of the said department. (Paragraph 29.)

912. ACT MARCH 4, 1909. 35 STAT. 1095.

Presenting false claims.

SEC. 35. Whoever shall make or cause to be made, or present or cause to be presented, for payment or approval, to or by any person or officer in the civil, military, or naval service of the United States, any claim upon or against the Government of the United States, or any department or officer thereof, knowing such claim to be false, fictitious, or fraudulent; or whoever, for the purpose of obtaining or aiding to obtain the payment or approval of such claim, shall make or use, or cause to be made or used, any false bill, receipt, voucher, roll, account, claim, certificate affidavit, or deposition, knowing the same to contain

any fraudulent or fictitious statement or entry; or whoever shall enter into any agreement, combination, or conspiracy to defraud the Government of the United States, or any department or officer thereof, by obtaining or aiding to obtain the payment or allowance of any false or fraudulent claim; * * * shall be fined not more than five thousand dollars, or imprisoned not more than five years, or both. * * * (Paragraph 12.)

913. ACT MARCH 4, 1909. 35 STAT. 1088, 1097.

Robbery of personal property of the United States.

SEC. 46. Whoever shall rob another of any kind or description of personal property belonging to the United States, or shall feloniously take and carry away the same, shall be fined not more than five thousand dollars, or imprisoned not more than ten years, or both. (Paragraph 215.)

914. ACT MARCH 4, 1909. 35 STAT. 1088, 1097.

Embezzling, etc., public moneys, etc.; punishment.

SEC. 47. Whoever shall embezzle, steal, or purloin any money, property, record, voucher, or valuable thing whatever, of the moneys, goods, chattels, records, or property of the United States, shall be fined not more than five thousand dollars, or imprisonment not more than five years, or both. (Paragraph 215.)

915. ACT MARCH 4, 1909. 35 STAT. 1088, 1098.

Receiving, etc., stolen public money, etc.; punishment.

SEC. 48. Whoever shall receive, conceal, or aid in concealing, or have, or retain in his possession with intent to convert to his own use or gain, any money, property, record, voucher, or valuable thing whatever, of the moneys, goods, chattels, records, or property of the United States, which has theretofore been embezzled, stolen, or purloined by any other person, knowing the same to have been so embezzled, stolen, or purloined, shall be fined not more than five thousand

dollars, or imprisoned not more than five years, or both; and such person may be tried either before or after the conviction of the principal offender. (Paragraph 215.)

916. ACT MARCH 4, 1909. 35 STAT. 1105.

Failure to deposit money as required.

Whoever, having money of the United States in his possession or under his control, shall fail to deposit it with the Treasurer, or some assistant treasurer, or some public depositary of the United States, when required so to do by the Secretary of the Treasury, or the head of any other proper department, or by the accounting officers of the Treasury, shall be deemed guilty of embezzlement thereof, and shall be fined in a sum equal to the amount of money embezzled and imprisoned not more than ten years. (Paragraph 12.)

917. ACT MARCH 4, 1909. 35 STAT. 1088, 1106.

Embezzlement by officer; punishment.

SEC. 97. * * * any officer of the United States, or any assistant of such officer, who shall embezzle or wrongfully convert to his own use any money or property which may have come into his possession or under his control in the execution of such office or employment, or under color or claim of authority as such officer or assistant, whether the same shall be the money or property of the United States or of some other person or party, shall, where the offense is not otherwise punishable by some statute of the United States, be fined not more than the value of the money and property thus embezzled or converted, or imprisoned not more than ten years, or both.

918. PENAL CODE, 1910. 35 STAT. 1110.

Political contributions.

SEC. 118. No Senator or Representative in, or Delegate or Resident Commissioner to Congress, or Senator, Representative, Delegate, or Resident Commis-

sioner elect, or officer or employee of either House of Congress, and no executive, judicial, military, or naval officer of the United States, and no clerk or employee of any department, branch, or bureau of the executive, judicial, or military or naval service of the United States, shall, directly or indirectly, solicit or receive, or be in any manner concerned in soliciting or receiving, any assessment, subscription, or contribution for any political purpose whatever, from any officer, clerk, or employee of the United States, or any department, branch, or bureau thereof, or from any person receiving any salary or compensation from moneys derived from the Treasury of the United States.

SEC. 119. No person shall, in any room or building occupied in the discharge of official duties by any officer or employee of the United States mentioned in the preceding section, or in any navy yard, fort, or arsenal, solicit in any manner whatever or receive any contribution of money or other thing of value for any political purpose whatever.

SEC. 120. No officer or employee of the United States mentioned in section one hundred and eighteen shall discharge, or promote, or degrade, or in any manner change the official rank or compensation of any other officer or employee, or promise or threaten so to do, for giving or withholding or neglecting to make any contribution of money or other valuable thing for any political purpose.

SEC. 121. No officer, clerk, or other person in the service of the United States shall, directly or indirectly, give or hand over to any other officer, clerk, or person in the service of the United States, or to any Senator or Member of or Delegate to Congress, or Resident Commissioner, any money or other valuable thing on account of or to be applied to the promotion of any political object whatever.

SEC. 122. Whoever shall violate any provision of the four preceding sections shall be fined not more than five thousand dollars, or imprisoned not more than three years, or both. (Paragraph 693.)

919. PENAL CODE, 1910. 35 STAT. 1110, 1111.

Crop reports, advance information.

SEC. 123. Whoever, being an officer or employee of the United States or a person acting for or on behalf of the United States in any capacity under or by virtue of the authority of any department or office thereof, and while holding such office, employment, or position shall, by virtue of the office, employment, or position held by him, become possessed of any information which might exert an influence upon or affect the market value of any product of the soil grown within the United States, which information is by law or by the rules of the department or office required to be withheld from publication until a fixed time, and shall willfully impart, directly or indirectly, such information, or any part thereof, to any person not entitled under the law or the rules of the department or office to receive the same; or shall, before such information is made public through regular official channels, directly or indirectly speculate in any such product respecting which he has thus become possessed of such information, by buying or selling the same in any quantity, shall be fined not more than ten thousand dollars, or imprisoned nor more than ten years, or both: *Provided*, That no person shall be deemed guilty of a violation of any such rule, unless prior to such alleged violation he shall have had actual knowledge thereof.

SEC. 124. Whoever, being an officer or employee of the United States and whose duties require the compilation or report of statistics or information relative to the products of the soil, shall knowingly compile for issuance, or issue, any false statistics or informa-

tion as a report of the United States, shall be fined not more than five thousand dollars, or imprisoned not more than five years, or both. (Paragraphs 694, 695.)

920. ACT MARCH 4, 1909. 35 STAT. 1088, 1111.

Stealing, injuring, or destroying, etc., records, books, etc., of the United States.

SEC. 128. Whoever shall wilfully and unlawfully conceal, remove, mutilate, obliterate, or destroy, or attempt to conceal, remove, mutilate, obliterate, or destroy, or, with intent to conceal, remove, mutilate, obliterate, destroy, or steal, shall take and carry away any record, proceeding, map, book, paper, document, or other thing, filed or deposited with any clerk or officer of any court of the United States, or in any public office, or with any judicial or public officer of the United States, shall be fined not more than two thousand dollars, or imprisoned not more than three years, or both. (Paragraph 230.)

921. ACT MARCH 4, 1909. 35 STAT. 1088, 1112.

Unlawfully removing, injuring, or destroying records, books, etc., of United States, by officer in charge thereof.

SEC. 129. Whoever, having the custody of any record, proceeding, map, book, document, paper, or other thing specified in the preceding section, shall wilfully and unlawfully conceal, remove, mutilate, obliterate, falsify, or destroy any such record, proceeding, map, book, document, paper, or thing, shall be fined not more than two thousand dollars, or imprisoned not more than three years, or both; and shall moreover forfeit his office and be forever afterward disqualified from holding any office under the Government of the United States. (Paragraph 230.)

922. ACT MARCH 4, 1909. 35 STAT. 1134.

Fraudulent use of official envelopes; penalty.

SEC. 227. Whoever shall make use of any official envelope, label, or indorsement authorized by law, to

avoid the payment of postage or registry fee on his private letter, packet, package, or other matter in the mail shall be fined not more than \$300. (Paragraphs 577, 679, 683.)

923. ACT JUNE 17, 1910. 36 STAT. 531.

Supplies for executive departments. General supply committee created.

Hereafter all supplies of fuel, ice, stationery, and other miscellaneous supplies for the executive departments and other Government establishments in Washington, when the public exigencies do not require the immediate delivery of the article, shall be advertised and contracted for by the Secretary of the Treasury, instead of by the several departments and establishments, upon such days as he may designate. There shall be a general supply committee in lieu of the board provided for in section thirty-seven hundred and nine of the Revised Statutes as amended, composed of officers, one from each such department, designated by the head thereof, the duties of which committee shall be to make, under the direction of the said Secretary, an annual schedule of required miscellaneous supplies, to standardize such supplies, eliminating all unnecessary grades and varieties, and to aid said Secretary in soliciting bids based upon formulas and specifications drawn up by such experts in the service of the Government as the committee may see fit to call upon, who shall render whatever assistance they may require. The committee shall aid said Secretary in securing the proper fulfillment of the contracts for such supplies, for which purpose the said Secretary shall prescribe, and all departments comply with, rules providing for such examination and tests of the articles received as may be necessary for such purpose; in making additions to the said schedule; in opening and considering the bids, and shall perform such other similar duties

as he may assign to them: *Provided*, That the articles intended to be purchased in this manner are those in common use or suitable to the ordinary needs of two or more such departments or establishments; but the said Secretary shall have discretion to amend the annual common supply schedule from time to time as to any articles that, in his judgment, can as well be thus purchased. In all cases only one bond for the proper performance of each contract shall be required, notwithstanding that supplies for more than one department or Government establishment are included in such contract. Every purchase or drawing of such supplies from the contractor shall be immediately reported to said committee. No disbursing officer shall be a member of such committee. No department or establishment shall purchase or draw supplies from the common schedule through more than one office or bureau, except in case of detached bureaus or offices having field or outlying service, which may purchase directly from the contractor with the permission of the head of their department: *And provided further*, That telephone service, electric light, and power service purchased or contracted for from companies or individuals shall be so obtained by him. (Paragraphs 63, 64, 65, 66, 67, 68, 73.)

924. ACT JUNE 25, 1910. 36 STAT. 703.

Statement of proceeds of sales of old material, etc., to be submitted separate from Book of Estimates.

SEC. 6. Hereafter the statement of the proceeds of all sales of old material, condemned stores, supplies, or other public property of any kind shall be submitted to Congress at the beginning of each regular session thereof as a separate communication and shall not hereafter be included in the annual Book of Estimates. (Paragraphs 211, 212.)

925. ACT JUNE 25, 1910, 36 STAT. 851, AND ACT JULY 1, 1918, 40 STAT. 705.**Patents or inventions by employees of Government.**

That the benefits of this Act * * * (providing compensation for unlawful use by the United States of patents) shall not inure to any patentee, who, when he makes such claim is in the employment or service of the Government of the United States; or to the assignee of any such patentee; nor shall this Act apply to any device discovered or invented by such employee during the time of his employment or service. (Paragraph 686.)

926. ACT JUNE 4, 1911. 36 STAT. 1236.**Details of law clerks.**

* * * That hereafter the law clerks may be detailed by the Secretary of Agriculture for service in or out of Washington * * *. (Paragraph 460.)

927. ACT MARCH 4, 1911. 36 STAT. 1261.**Details of employees from and to library and bureaus and offices of the department.**

* * * That hereafter employees of the library may be temporarily detailed by the Secretary of Agriculture for library service in the bureaus and offices of the department, and employees of the bureaus and offices of the department engaged in library work may also be temporarily detailed to the library. (Paragraph 460.)

928. ACT MARCH 4, 1911. 36 STAT. 1265.**Employees allowed expense of transferring property when station changed.**

Hereafter officers and employees of the Department of Agriculture transferred from one official station to another for permanent duty, when authorized by the Secretary of Agriculture, may be allowed actual traveling expenses, including charges for the transfer of

their effects and personal property used in official work, under such rules and regulations as may be prescribed by the Secretary of Agriculture. (Paragraph 90.)

929. ACT MARCH 4, 1911. 36 STAT. 1355.

False entries in accounts or records, or false reports of public or trust moneys or securities; punishment.

That whoever, being an officer, clerk, agent, or other person holding any office or employment under the Government of the United States and, being charged with the duty of keeping accounts or records of any kind, shall, with intent to deceive, mislead, injure, or defraud the United States or any person, make in any such account or record any false or fictitious entry or record of any matter relating to or connected with his duties, or whoever with like intent shall aid or abet any such officer, clerk, agent, or other person in so doing; or whoever, being an officer, clerk, agent, or other person holding any office or employment under the Government of the United States and, being charged with the duty of receiving, holding, or paying over moneys or securities to, for or on behalf of the United States, or of receiving or holding in trust for any person any moneys or securities, shall, with like intent, make a false report of such moneys or securities, or whoever with like intent shall aid or abet any such officer, clerk, agent, or other person in so doing, shall be fined not more than five thousand dollars, or imprisoned not more than ten years, or both.

930. ACT JUNE 19, 1912. 37 STAT. 137.

Contracts for work done for United States to contain provision that no laborer or mechanic be required or permitted to work more than eight hours in one day; stipulation for penalty for violation; inspector to report violations; appeal by contractor for penalty withheld.

That every contract hereafter made to which the United States, any Territory, or the District of Colum-

bia is a party, and every such contract made for or on behalf of the United States, or any Territory, or said District, which may require or involve the employment of laborers or mechanics shall contain a provision that no laborer or mechanic doing any part of the work contemplated by the contract, in the employ of the contractor or any subcontractor contracting for any part of said work contemplated, shall be required or permitted to work more than eight hours in any one calendar day upon such work; and every such contract shall stipulate a penalty for each violation of such provision in such contract of \$5 for each laborer or mechanic for every calendar day in which he shall be required or permitted to labor more than eight hours upon said work; and any officer or person designated as inspector of the work to be performed under any such contract, or to aid in enforcing the fulfillment thereof, shall, upon observation or investigation, forthwith report to the proper officer of the United States, or of any Territory, or of the District of Columbia, all violations of the provisions of this act directed to be made in every such contract, together with the name of each laborer or mechanic who has been required or permitted to labor in violation of such stipulation and the day of such violation, and the amount of the penalties imposed according to the stipulation in any such contract shall be directed to be withheld for the use and benefit of the United States, the District of Columbia, or the Territory contracting by the officer or person whose duty it shall be to approve the payment of the moneys due under such contract, whether the violation of the provisions of such contract is by the contractor or any subcontractor. Any contractor or subcontractor aggrieved by the withholding of any penalty as hereinbefore provided shall have the right within six months thereafter to appeal to the head of the department

making the contract on behalf of the United States or the Territory, and in the case of a contract made by the District of Columbia to the commissioners thereof, who shall have power to review the action imposing the penalty, and in all such appeals from such final order whereby a contractor or subcontractor may be aggrieved by the imposition of the penalty hereinbefore provided such contractor or subcontractor may within six months after decision by such head of a department or the commissioners of the District of Columbia file a claim in the Court of Claims, which shall have jurisdiction to hear and decide the matter in like manner as in other cases before said court.

SEC. 2. That nothing in this act shall apply to contracts for transportation by land or water, or for the transmission of intelligence, or for the purchase of supplies by the Government whether manufactured to conform to particular specifications or not, or for such materials or articles as may usually be bought in open market, * * * whether made to conform to particular specifications * * * *Provided*, That all classes of work which have been, are now, or may hereafter be performed by the Government shall, when done by contract, by individuals, firms, or corporations for or on behalf of the United States or any of the Territories or the District of Columbia, be performed in accordance with the terms and provisions of section one of this act. * * * No penalties shall be imposed for any violation of such provisions in such contract due to any extraordinary events or conditions of manufacture, or to any emergency caused by fire, famine, or flood, by danger to life or to property, or by other extraordinary event or condition on account of which the President shall subsequently declare the violation to have been excusable. Nothing in this act shall be construed to repeal or modify the act entitled "An act relating to the limitation of the hours of

daily service of laborers and mechanics employed upon public works of the United States and of the District of Columbia" being chapter three hundred and fifty-two of the laws of the Fifty-second Congress, approved August first, eighteen hundred and ninety-two * * * or apply to contracts which have been or may be entered into under the provisions of appropriation acts approved prior to the passage of this act. (Paragraph 478.)

931. ACT JUNE 26, 1912. 37 STAT. 184.

Express authority required for paying membership dues by Government or District employees; amendment act March 4, 1913. 37 Stat. 854.

"No money appropriated by this or any other act shall be expended for membership fees or dues of any officer or employee of the United States or of the District of Columbia in any society or association or for expenses of attendance of any person at any meeting or convention of members of any society or association, unless such fees, dues, or expenses are authorized to be paid by specific appropriations for such purposes or are provided for in express terms in some general appropriation." (Paragraphs 3, 656, 657, 658, 659.)

NOTE.—The act of March 4, 1913 (37 Stat. 854), provides that nothing in the above shall be so construed as to prohibit the payment from the appropriations for the Department of Agriculture "of expenses incidental to the delivery of lectures, the giving of instruction, or the acquiring of information at meetings by its employees on subjects relating to the work of the department authorized by law."

932. ACT AUGUST 10, 1912. 37 STAT. 269, 274.

Sale or exchange of breeding animals or animal products produced or purchased under appropriations by Congress; deposit in Treasury of moneys received from sales.

And hereafter the Secretary of Agriculture is authorized to sell in the open market or to exchange for other breeding animals or animal products to the best advantage, without the usual condemnation proceedings

and public auction, such animals or animal products produced or purchased, under the appropriations made by Congress for the use of the Bureau of Animal Industry as may not be needed in the work of that bureau: *Provided*, That all moneys received from the sale of such animals or animal products, or as a bonus in the exchange of the same, shall be deposited in the Treasury as miscellaneous receipts. (Paragraphs 213, 218, 240.)

933. ACT AUGUST 10, 1912. 37 STAT. 269, 291.

Details of employees from and to Division of Accounts and Disbursements and bureaus and offices of department.

* * * That hereafter employees of the Division of Accounts and Disbursements may be detailed by the Secretary of Agriculture for accounting and disbursing work in any of the bureaus and offices of the department for duty in or out of the city of Washington, and employees of the bureaus and offices of the department may also be detailed to the Division of Accounts and Disbursements for duty in or out of the city of Washington * * *. (Paragraph 460.)

934. ACT AUGUST 10, 1912. 37 STAT. 296.

Contingent expenses, Department of Agriculture. Purchases for bureaus, etc.

Hereafter the Secretary of Agriculture may purchase stationery, supplies, furniture, and miscellaneous materials from this appropriation [“Contingent expenses, Department of Agriculture,”] and transfer the same at actual cost to the various bureaus, divisions, and offices of the Department of Agriculture in the city of Washington, reimbursement therefor to be made to this appropriation by said bureaus, divisions, and offices from their lump-fund appropriations by transfer settlements through the Treasury Department: *Provided further*, That the Secretary of Agriculture may hereafter exchange typewriters and computing,

addressing, and duplicating machines purchased from any lump-sum appropriation of the Department of Agriculture. (Paragraphs 72; 239, 714.)

935. ACT AUGUST 10, 1912. 37 STAT. 269, 300.

Reimbursement for street-car fares for officials and employees of the Department of Agriculture.

That hereafter officials and employees of the Department of Agriculture may, when authorized by the Secretary of Agriculture, receive reimbursement for moneys expended for street-car fares at their official headquarters when expended in the transaction of official business. (Paragraph 33.)

936. ACT AUGUST 10, 1912. 37 STAT. 300.

Allowance for travel expenses.

Hereafter, when officials and employees of the Department of Agriculture are traveling on official business in the United States, they may be allowed necessary railroad and steamboat fares, sleeping berth, and stateroom on steamboats, livery hire and stage fare, and other means of conveyance between points not accessible by railroad, but in lieu of subsistence and all other traveling expenses they may receive a per diem allowance, to be fixed by the Secretary in each case, in addition to their regular salaries, subject to such rules and regulations as the Secretary of Agriculture may prescribe. (Paragraphs 2, 3, 4, 31, 32, 33, 34, 35, 36, 37, 50, 51, 52, 57.)

937. ACT AUGUST 23, 1912, SEC. 1. 37 STAT. 375.

Administrative examination of accounts by heads of bureaus.

Hereafter the administrative examination of all public accounts, preliminary to their audit by the accounting officers of the Treasury, shall be made as contemplated by the so-called Dockery Act, approved July thirty-first, eighteen hundred and ninety-four, and all vouchers and pay rolls shall be prepared and examined by and through the administrative heads of divisions

and bureaus in the executive departments and not by the disbursing clerks of said departments, except those vouchers heretofore prepared outside of Washington may continue to be so prepared and the disbursing officers shall make only such examination of vouchers as may be necessary to ascertain whether they represent legal claims against the United States. (Paragraphs 5, 6, 7, 8, 9, 10, 57.)

NOTE.—Provision of act July 31, 1894, chap. 174, secs. 12, 22, relating to administrative examination of accounts, are set forth above. (Laws 865, 866, and 867.) See note to said sec. 12.

938. ACT AUGUST 23, 1912, SEC. 7. 37 STAT. 414.

Telephone service. No expenditure for, in private residences, etc

No money appropriated by this or any other act shall be expended for telephone service installed in any private residence or private apartment or for tolls or other charges for telephone service from private residences or private apartments, except for long-distance telephone tolls required strictly for the public business, and so shown by vouchers duly sworn to and approved by the head of the department, division, bureau, or office in which the official using such telephone or incurring the expense of such tolls shall be employed. (Paragraph 85.)

939. ACT AUGUST 23, 1912. 37 STAT. 360, 414.

Maximum amounts to be expended from contingent funds appropriated, to be apportioned; purchases which can be made from contingent funds not to be made from any other funds.

SEC. 6. That in addition to the apportionment required by the so-called antideficiency act, approved February twenty-seventh, nineteen hundred and six (Statutes at Large, volume thirty-four, page forty-nine), the head of each executive department shall, on or before the beginning of each fiscal year, apportion to each office or bureau of his department the maximum amount to be expended therefor during the fiscal year out of the contingent fund or funds appropriated

for the entire year for the department, and the amounts so apportioned shall not be increased or diminished during the year for which made except upon the written direction of the head of the department, in which there shall be fully expressed his reasons therefor; and hereafter there shall not be purchased out of any other fund any article for use in any office or bureau of any executive department in Washington, District of Columbia, which could be purchased out of the appropriations made for the regular contingent funds of such department or of its offices or bureaus. (Paragraph 72.)

940. ACT AUGUST 24, 1912, SEC. 8. 37 STAT. 487.

Oaths to expense accounts. Additional officers authorized to administer.

After June thirtieth, nineteen hundred and twelve, postmasters, assistant postmasters, collectors of customs, collectors of internal revenue, chief clerks of the various executive departments and bureaus, or clerks designated by them for the purpose, the superintendent, the acting superintendent, custodian, and principal clerks of the various national parks and other Government reservations, superintendent, acting superintendents, and principal clerks of the different Indian superintendencies or Indian agencies, and chiefs of field parties, are required, empowered, and authorized, when requested, to administer oaths, required by law or otherwise, to accounts for travel or other expenses against the United States, with like force and effect as officers having a seal; for such services when so rendered, or when rendered on demand after said date by notaries public, who at the time are also salaried officers or employees of the United States, no charge shall be made; and on and after July first, nineteen hundred and twelve, no fee or money paid for the services herein described shall be paid or reimbursed by the United States. (Paragraph 54, 422.)

941. ACT AUGUST 24, 1912, SEC. 6. 37 STAT. 555.

Removals from classified service, except to promote efficiency, forbidden; notice of charges and opportunity for answer required; right of persons in civil service to petition, etc., Congress.

SEC. 6. That no person in the classified civil service of the United States shall be removed therefrom except for such cause as will promote the efficiency of said service and for reasons given in writing, and the person whose removal is sought shall have notice of the same and of any charges preferred against him, and be furnished with a copy thereof, and also be allowed a reasonable time for personally answering the same in writing; and affidavits in support thereof; but no examination of witnesses nor any trial or hearing shall be required except in the discretion of the officer making the removal; and copies of charges, notice of hearing, answer, reasons for removal, and of the order of removal shall be made a part of the records of the proper department or office, as shall also the reasons for reduction in rank or compensation; and copies of the same shall be furnished to the person affected upon request, and the Civil Service Commission also shall, upon request, be furnished copies of the same: * * * The right of persons employed in the civil service of the United States, either individually or collectively, to petition Congress, or any Member thereof, or to furnish information to either House of Congress, or to any committee or member thereof, shall not be denied or interfered with. (Paragraphs 15, 404, 424, 465.)

942. ACT AUGUST 24, 1912, SEC. 8. 37 STAT. 557.

Mail matter of the fourth class.

Hereafter, fourth-class mail matter shall embrace all other matter, including farm and factory products, not now embraced by law in either the first, second, or third class, not exceeding eleven pounds in weight, nor greater in size than seventy-two inches in length and girth combined, nor in form or kind likely to

injure the person of any postal employee or damage the mail equipment or other mail matter and not of a character perishable within a period reasonably required for transportation and delivery. (Paragraphs 78, 79, 683.)

NOTE.—See "Laws 892 and 968," for relation of above to the franking privilege.

943. ACT AUGUST 26, 1912, 37 STAT. 626; ACT MARCH 4, 1913, 37 STAT. 790, SAME, 854.

Lump sum appropriations, compensation same or similar services, exception scientific employees; transfers at greater compensation prohibited, mechanics, artisans, etc. excepted.

That no part of any money contained herein or hereafter appropriated in lump sum shall be available for the payment of personal services at a rate of compensation in excess of that paid for the same or similar services during the preceding fiscal year; but this shall not apply to the payment, out of moneys appropriated or which may be hereafter appropriated in lump sum for the Department of Agriculture, for personal services of employees engaged in strictly scientific or technical work: *Provided*, no person employed at a specific salary be hereafter transferred and hereafter paid from a lump-sum appropriation a rate of compensation greater than such specific salary, and the heads of departments shall cause this provision to be enforced: *Provided*, That this section shall not apply to mechanics, artisans, their helpers and assistants, laborers, or any other employees whose duties are of similar character and required in carrying on the various manufacturing or constructing operations of the Government.

And hereafter every officer or employee of the Department of Agriculture whose rate of compensation is specified herein shall receive compensation at the rate so specified. (Paragraphs 15, 404, 424.)

NOTE.—This law has been superceded in part by the classification act of March 4, 1923, relating to payment of personal services in the District of Columbia. Payment of personal services in the field remains operative under this law until Congress enacts legislation placing field employees on a reclassification basis.

944. ACT MARCH 4, 1913. 37 STAT. 828, 833.**Preparation and sale of pathological and zoological specimens; disposition of receipts.**

And hereafter the Secretary of Agriculture is authorized to prepare and sell at cost such pathological and zoological specimens as he may deem of scientific or educational value to scientists or others engaged in the work of hygiene and sanitation: *Provided*, That all moneys received from the sale of such specimens shall be deposited in the Treasury as miscellaneous receipts. (Paragraphs 213, 244.)

945. ACT MARCH 4, 1913. 37 STAT. 843.**Reimbursement for losses in fire fighting, etc.**

Hereafter the Secretary of Agriculture is authorized to reimburse owners of horses, vehicles, and other equipment lost, damaged, or destroyed while being used for necessary fire fighting, trail, or official business, such reimbursement to be made from any available funds in the appropriation to which the hire of such equipment is properly chargeable. Paragraphs 59, 60.)

946. ACT MARCH 4, 1913. 37 STAT. 843.**Additional expenditures from receipts to construct roads and trails.**

Hereafter an additional ten per centum of all moneys received from the national forests during each fiscal year shall be available at the end thereof, to be expended by the Secretary of Agriculture for the construction and maintenance of roads and trails within the national forests in the States from which such proceeds are derived; but the Secretary of Agriculture may, whenever practicable, in the construction and maintenance of such roads, secure the cooperation or aid of the proper State or Territorial authorities in the furtherance of any system of highways of which such roads may be made a part. (Paragraph 73.)

947. ACT MARCH 4, 1913. 37 STAT. 913.**International Conferences, etc., authority required for participation.**

Hereafter the Executive shall not extend or accept any invitation to participate in any international congress, conference, or like event, without first having specific authority of law to do so. (Paragraph 228.)

948. ACT OCTOBER 22, 1913. 38 STAT. 212.**Restriction on compensation of publicity experts.**

No money appropriated by this or any other act shall be used for the compensation of any publicity expert unless specifically appropriated for that purpose. (Paragraph 406.)

949. ACT APRIL 6, 1914, SEC. 1. 38 STAT. 318.**Subsistence expenses of officials.**

On and after July first, nineteen hundred and fourteen, unless otherwise expressly provided by law, no officer or employee of the United States shall be allowed or paid any sum in excess of expenses actually incurred for subsistence while traveling on duty outside of the District of Columbia and away from his designated post of duty, nor any sum for such expenses actually incurred in excess of \$5 per day; nor shall any allowance or reimbursement for subsistence be paid to any officer or employee in any branch of the public service of the United States in the District of Columbia unless absent from his designated post of duty outside of the District of Columbia, and then only for the period of time actually engaged in the discharge of official duties. (Paragraphs 2, 3, 4, 31, 32, 33, 34, 35, 36, 37, 50, 51, 57.)

950. ACT APRIL 6, 1914. 38 STAT. 312, 335.**Restrictions on compensation or payment of expenses in changing methods of transacting Government business.**

SEC. 5. That no part of any money appropriated in this or any other act shall be used for compensation or payment of expenses of accountants or other experts in inaugurating new or changing old methods of transacting the business of the United States or the District of Columbia unless authority for employment of such services or payment of such expenses is stated in specific terms in the act making provision therefor and the rate of compensation for such services or expenses is specifically fixed therein, or be used for compensation of or expenses for persons, aiding or assisting such accountants or other experts, unless the rate of compensation of or expenses for such assistants is fixed by officers or employees of the United States or District of Columbia having authority to do so, and such rates of compensation or expenses so fixed shall be paid only to the person so employed.

951. ACT JUNE 30, 1914. 38 STAT. 430.**Contributions for cooperative forest work.**

Hereafter all moneys received as contributions toward cooperative work in forest investigations, or the protection and improvement of the national forests, shall be covered into the Treasury and shall constitute a special fund, which is hereby appropriated and made available until expended, as the Secretary of Agriculture may direct, for the payment of the expenses of said investigations, protection, or improvements by the Forest Service, and for refunds to the contributors of amounts heretofore or hereafter paid in by them in excess of their share of the cost of said investigations, protection, or improvements: *Provided*, That annual report shall be made to Congress of all such moneys so received as contributions for such cooperative work. (Paragraphs 12, 73, 638, 643.)

952. ACT JUNE 30, 1914. 38 STAT. 441.**Leave of absence to employees of the Department of Agriculture assigned to duty in Alaska, Hawaii, Porto Rico, and Guam.**

Hereafter employees of the Department of Agriculture assigned to permanent duty in Alaska, Hawaii, Porto Rico, and Guam may, in the discretion of the Secretary of Agriculture, without additional expense to the Government, be granted leave of absence not to exceed thirty days in any one year, which leave may, in exceptional and meritorious cases where an employee is ill, be extended, in the discretion of the Secretary of Agriculture, not to exceed thirty days additional in any one year. (Paragraphs 480, 484, 509.)

953. ACT JUNE 30, 1914. 38 STAT. 415, 441.**Exchange of scientific apparatus and laboratory equipment of the Department of Agriculture.**

The Secretary of Agriculture may hereafter exchange general scientific apparatus and laboratory equipment purchased from any appropriation of the Department of Agriculture. (Paragraphs 218, 239.)

954. ACT JULY 16, 1914. 38 STAT. 508.**Purchases of passenger-carrying vehicles restricted to specific authorization. Maintenance, etc., estimates required.**

No appropriation made in this or any other act shall be available for the purchase of any motor-propelled or horse-drawn passenger-carrying vehicle for the service of any of the executive departments or other Government establishments, or any branch of the Government service, unless specific authority is given therefor, and after the close of the fiscal year nineteen hundred and fifteen there shall not be expended out of any appropriation made by Congress any sum for purchase, maintenance, repair, or operation of motor-propelled or horse-drawn passenger-carrying vehicles for any branch of the public service of the United States unless the same is specifically authorized by law, and in the estimates for the fiscal

year nineteen hundred and sixteen and subsequent fiscal years there shall be submitted in detail estimates for such necessary appropriations as are intended to be used for purchase, maintenance, repair, or operation of all motor-propelled or horse-drawn passenger-carrying vehicles, specifying the sums required, the public purposes for which said vehicles are intended, and the officials or employees by whom the same are to be used. (Paragraphs 2, 3, 33, 35, 36, 63, 627, 653.)

NOTE.—By the act of August 11, 1916 (39 Stat. 491), it is provided that the above prohibitions shall not "be construed to apply to the hire of motor-propelled and horse-drawn passenger carrying vehicles and motor boats necessary in the conduct of the field work of the department, or to the maintenance, repair, or operation of vehicles so hired. And by the act of March 15, 1920 (41 Stat. 531), it provided that said prohibitions "shall not apply to vehicles transferred, or hereafter to be transferred by the Secretary of War to the Department of Agriculture for use in the improvement of highways and roads."

955. ACT AUGUST 1, 1914. 38 STAT. 609.

Use of furniture although not corresponding to regulation plan.

And all furniture now owned by the United States in other public buildings and in buildings rented by the United States shall be used, so far as practicable, whether it corresponds with the present regulation plan for furniture or not.

956. ACT AUGUST 1, 1914. 38 STAT. 680.

Per diem allowance.

The heads of executive departments and other Government establishments are authorized to prescribe per diem rates of allowance not exceeding \$4 in lieu of subsistence to persons engaged in field work or traveling on official business outside of the District of Columbia and away from their designated posts of duty when not otherwise fixed by law. For the fiscal year nineteen hundred and sixteen and annually thereafter estimates of appropriations from which per diem allowances are to be paid specifically shall state the rates of such allowances. (Paragraphs 2, 3, 4, 31, 32, 33, 34, 35, 36, 37, 49, 50, 51, 627.)

957. ACT AUGUST 18, 1914. 38 STAT. 693.**Sale of official standards.**

SEC. 9. The Secretary of Agriculture is authorized and directed to prepare practical forms of the official cotton standards which shall be established by him, and to furnish such practical forms from time to time, upon request, to any person, the cost thereof, as determined by the Secretary of Agriculture, to be paid by the person requesting the same, and to certify such practical forms under the seal of the Department of Agriculture and under the signature of the said Secretary, thereto affixed by himself or by some official or employee of the Department of Agriculture thereunto duly authorized by the said Secretary. (Paragraphs 213, 248.)

958. ACT MARCH 4, 1915. 38 STAT. 1100.**National forests, use of earth, stone, and timber from, by Navy, and in Alaska public works, report.**

That hereafter the Secretary of Agriculture, under regulations to be prescribed by him, is hereby authorized to permit the Navy Department to take from the national forests such earth, stone, and timber for the use of the Navy as may be compatible with the administration of the national forests for the purposes for which they are established, and also in the same manner to permit the taking of earth, stone, and timber from the national forests for the construction of Government railways and other Government works in Alaska: *Provided*, That the Secretary of Agriculture shall submit with his annual estimates a report of the quantity and market value of earth, stone, and timber furnished as herein provided. (Paragraph 627.)

959. ACT MARCH 4, 1915. 38 STAT. 1101.**Sale of samples of pure sugar, naval stores, microscopical specimens, etc.**

* * * and hereafter the Secretary of Agriculture may furnish, upon application, samples of pure sugar,

naval stores, microscopical specimens, and other products to State and municipal officers, educational institutions, and other parties and charge for the same a price to cover the cost thereof, such price to be determined and established by the Secretary, and the money received from sales to be deposited in the Treasury of the United States as miscellaneous receipts. (Paragraphs 213, 246.)

960. ACT MARCH 4, 1915. 38 STAT. 1107.

Exchange of books and periodicals.

That hereafter the Secretary of Agriculture may exchange books and periodicals of the library not needed for permanent use for other books and periodicals. (Paragraphs 218, 242.)

961. ACT MARCH 4, 1915. 38 STAT. 1109.

Sale of copies of card index of agricultural literature. disposition of proceeds.

And the Secretary hereafter may furnish such institutions or individuals as may care to buy them copies of the card index of agricultural literature prepared by the Department of Agriculture in connection with its administration of the act of March second, eighteen hundred and eighty-seven (Twenty-fourth Statutes at Large, page four hundred and forty), and the act of March sixteenth (Thirty-fourth Statutes at Large, page sixty-three), and the acts amendatory and supplementary thereto, and charge for the same a price covering the additional expenses involved in the preparation of these copies, the money received from such sales to be deposited in the Treasury of the United States as miscellaneous receipts. (Paragraphs 213, 247.)

962. ACT MARCH 4, 1915. 38 STAT. 1114, 1115.

Sale or exchange of animals or animal products.

Hereafter the Secretary of Agriculture is authorized to sell in the open market or to exchange for other live stock such animals or animal products as cease to be needed in the work of the department, and all moneys

received from the sale of such animals or animal products or as a bonus in the exchange of the same shall be deposited in the Treasury of the United States as miscellaneous receipts. (Paragraphs 213, 218, 240.)

963. ACT MARCH 4, 1915. 38 STAT. 1161.

Typewriters, etc., general authority for exchanging; report to be made.

That the executive departments and other Government establishments and all branches of the public service may hereafter exchange typewriters, adding machines, and other similar labor-saving devices in part payment for new machines used for the same purpose as those proposed to be exchanged. There shall be submitted to Congress, on the first day of the session following the close of each fiscal year, a report showing, as to each exchange hereunder, the make of the article, the period of its use, the allowance therefor, and the article, make thereof, and price, including exchange value, paid or to be paid for each article procured through such exchange. (Paragraphs 218, 239, 633.)

964. ACT MAY 10, 1916. 39 STAT. 76.

Details of employees of executive departments to the office of the President.

* * * That employees of the executive departments and other establishments of the executive branch of the Government may be detailed from time to time to the office of the President of the United States for such temporary assistance as may be necessary. (Paragraph 460.)

965. ACT MAY 10, 1916, SEC. 6, 39 STAT. 120, AS AMENDED BY ACT AUGUST 29, 1916, 39 STAT. 582.

Double salaries restricted.

Unless otherwise specially authorized by law, no money appropriated by this or any other act shall be

available for payment to any person receiving more than one salary when the combined amount of said salaries exceeds the sum of \$2,000 per annum, but this shall not apply to retired officers or enlisted men of the Army, Navy, Marine Corps, or Coast Guard, or to officers and enlisted men of the Organized Militia and Naval Militia in the several States, Territories, and the District of Columbia: *Provided*, That no such retired officer, officer, or enlisted man shall be denied or deprived of any of his pay, salary, or compensation as such, or of any other salary or compensation for services heretofore rendered, by reason of any decision or construction. (Paragraphs 15, 17, 404, 424.)

966. ACT MAY 18, 1916, SEC. 11. 39 STAT. 162.

First-class mail. Limit of weight.

The limit of weight of mail matter of the first class shall be the same as is applicable to mail of the fourth class: *Provided*, That no article or package exceeding four pounds in weight shall be admitted to the mails under the penalty privilege unless it comes within the exceptions named in the acts of June eighth, eighteen hundred and ninety-six (chapter three hundred and seventy, Twenty-ninth Statutes, page two hundred and sixty-two), and June twenty-sixth, nineteen hundred and six (chapter thirty-five hundred and forty-six, Thirty-fourth Statutes, page four hundred and seventy-seven). (Paragraphs 78, 79, 683.)

967. ACT JUNE 3, 1916. 39 STAT. 166, 203, 207.

National Guard, military leave.

SEC. 80. All officers and employees of the United States and of the District of Columbia who shall be members of the National Guard shall be entitled to leave of absence from their respective duties, without loss of pay, time, or efficiency rating, on all days during which they shall be engaged in field or coast-defense training ordered or authorized under the provisions of this act.

Training, yearly, required.

SEC. 92. Each company, troop, battery, and detachment in the National Guard shall assemble for drill and instruction, including indoor target practice, not less than forty-eight times each year, and shall, in addition thereto, participate in encampments, maneuvers, or other exercises, including outdoor target practice, at least fifteen days in training each year, including target practice, unless such company, troop, battery, or detachment shall have been excused from participation in any part thereof by the Secretary of War. * * * (Paragraph 489.)

968. ACT JULY 11, 1916. SEC. 8. 39 STAT. 358.

National forests.**Appropriations for roads and trails in, for use, etc., of adjacent communities.**

There is hereby appropriated and made available until expended, out of any moneys in the National Treasury not otherwise appropriated, the sum of \$1,000,000 for the fiscal year ending June thirtieth, nineteen hundred and seventeen, and each fiscal year thereafter, up to and including the fiscal year ending June thirtieth, nineteen hundred and twenty-six, in all \$10,000,000, to be available until expended under the supervision of the Secretary of Agriculture, upon request from the proper officers of the State, Territory, or county for the survey, construction, and maintenance of roads and trails within or only partly within the national forests, when necessary for the use and development of resources upon which communities within and adjacent to the national forests are dependent: *Provided*, That the State, Territory, or county shall enter into a cooperative agreement with the Secretary of Agriculture for the survey, construction, and maintenance of such roads or trails upon a basis equitable to both the State, Territory, or county, and the United States: *And provided also*, That the aggre-

gate expenditures in any State, Territory, or county shall not exceed ten per centum of the value, as determined by the Secretary of Agriculture, of the timber and forage resources which are or will be available for income upon the national forest lands within the respective county or counties wherein the roads or trails will be constructed; and the Secretary of Agriculture shall make annual report to Congress of the amounts expended hereunder.

That immediately upon the execution of any co-operative agreement hereunder the Secretary of Agriculture shall notify the Secretary of the Treasury of the amount to be expended by the United States within or adjacent to any national forest thereunder, and beginning with the next fiscal year and each fiscal year thereafter the Secretary of the Treasury shall apply from any and all revenues from such forest ten per centum thereof to reimburse the United States for expenditures made under such agreement until the whole amount advanced under such agreement shall have been returned from the receipts from such national forest. (Paragraph 12, 73, 640.)

969. ACT AUGUST 11, 1916. 39 STAT. 462.

Deposits received from timber purchasers to cover cost of disposing of débris from cutting operations; disposal of deposits.

That hereafter deposits may be received from timber purchasers in such sums as the Secretary of Agriculture may require to cover the cost to the United States of disposing of brush and other débris resulting from cutting operations in sales of national forest timber; such deposits shall be covered into the Treasury and shall constitute a special fund, which is hereby appropriated and made available until expended, as the Secretary of Agriculture may direct, to pay the cost of such work and to make refunds to the depositors of amounts deposited by them in excess of such cost. (Paragraph 643.)

970. ACT AUGUST 11, 1916. 39 STAT. 492.**Detailed statement to Congress of expenditures of the Department of Agriculture.**

"SEC. 2. That hereafter, in addition to the proper vouchers and accounts for the sums appropriated for the Department of Agriculture to be furnished to the accounting officers of the Treasury, the Secretary of Agriculture shall, at the commencement of each regular session, present to Congress a detailed statement of the expenditure of all appropriations for said department for the last preceding fiscal year." (Paragraphs 627, 628.)

971. ACT AUGUST 11, 1916. 39 STAT. 492.**Detailed estimates for officers, clerks, and employees of the Department of Agriculture, and statement of officers, clerks, and employees employed on lump-fund appropriation during last completed fiscal year.**

The Secretary of Agriculture for the fiscal year nineteen hundred and eighteen, and annually thereafter, shall transmit to the Secretary of the Treasury for submission to Congress in the Book of Estimates detailed estimates for all executive officers, clerks, and employees below the grade of clerk, indicating the salary or compensation of each, necessary to be employed by the various bureaus, offices, and divisions of the Department of Agriculture, and shall include with such estimates a statement of all executive officers, clerks, and employees below the grade of clerk who may have been employed during the last completed fiscal year on any lump-fund appropriation for the department and the salary or compensation of each. (Paragraphs 627, 628.)

NOTE.—The act of June 3, 1902 (32 Stat. 303) provided that the Secretary should submit a statement showing in detail the number of clerks who were employed in the District of Columbia upon regular and continuous work for 30 days or more during the previous year in or under the several offices, bureaus, or divisions under authority of and paid from general appropriations, indicating in the case of every such employment the rate of compensation received and the appropriation from which paid.

972. ACT AUGUST 11, 1916, 39 STAT. 492; ACT MARCH 3, 1921, 41 STAT. 1347.**Report of investigations completed and work duplicated.**

That the Secretary of Agriculture is directed hereafter to submit to Congress annually at the beginning of each regular session a statement or report showing what investigations and other services devolved upon the Department of Agriculture have been completed during the preceding fiscal year and can be discontinued and also showing what services, if any, devolved upon the department are being performed or duplicated, in whole or in part, by any other department, bureau, or agency of the Government. (Paragraph 627.)

973. ACT SEPTEMBER 1, 1916. 39 STAT. 676, 716.

Rate of payment to be made to Washington Gas Light Company or to the Georgetown Gas Light Company for gas used in public buildings of the United States or the District of Columbia.

SEC. 6. That hereafter no part of any money appropriated by this or any other act shall be used for the payment to the Washington Gas Light Company or the Georgetown Gas Light Company for any gas furnished by said companies for use in any of the public buildings of the United States or the District of Columbia at a rate in excess of 70 cents per one thousand cubic feet.

974. ACT SEPTEMBER 7, 1916. 39 STAT. 742.

To provide compensation for employees of the United States suffering injuries while in the performance of their duties, and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the United States shall pay compensation as hereinafter specified for the disability or death of an employee resulting from a personal injury sustained while in the performance of his duty, but no compensation shall be paid if the injury or death is caused by

the willful misconduct of the employee or by the employee's intention to bring about the injury or death of himself or of another, or if intoxication of the injured employee is the proximate cause of the injury or death,

SEC. 2. That during the first three days of disability the employee shall not be entitled to compensation except as provided in section nine. No compensation shall at any time be paid for such period.

SEC. 3. That if the disability is total the United States shall pay to the disabled employee during such disability a monthly compensation equal to sixty-six and two-thirds per centum of his monthly pay, except as herein provided.

SEC. 4. That if the disability is partial the United States shall pay to the disabled employee during such disability a monthly compensation equal to sixty-six and two-thirds per centum of the difference between his monthly pay and his monthly wage-earning capacity after the beginning of such partial disability. The commission may, from time to time, require a partially disabled employee to make an affidavit as to the wages which he is then receiving. In such affidavit the employee shall include a statement of the value of housing, board, lodging, and other advantages which are received from the employer as a part of his remuneration and which can be estimated in money. If the employee, when required, fails to make such affidavit, he shall not be entitled to any compensation while such failure continues, and the period of such failure shall be deducted from the period during which compensation is payable to him.

SEC. 5. That if a partially disabled employee refuses to seek suitable work or refuses or neglects to work after suitable work is offered to, procured by, or secured for him, he shall not be entitled to any compensation.

SEC. 6. That the monthly compensation for total disability shall not be more than \$66.67 nor less than \$33.33, unless the employee's monthly pay is less than \$33.33, in which case his monthly compensation shall be the full amount of his monthly pay. The monthly compensation for partial disability shall not be more than \$66.67. In the case of persons who at the time of the injury were minors or employed in a learner's capacity and who were not physically or mentally defective, the commission shall, on any review after the time when the monthly wage-earning capacity of such persons would probably, but for the injury, have increased, award compensation based on such probable monthly wage-earning capacity. The commission may on any review after the time when the monthly wage-earning capacity of the disabled employee would probably, irrespective of the injury, have decreased on account of old age, award compensation based on such probable monthly wage-earning capacity.

SEC. 7. That as long as the employee is in receipt of compensation under this act, or, if he has been paid a lump sum in commutation of installment payments, until the expiration of the period during which such installment payments would have continued, he shall not receive from the United States any salary, pay, or remuneration whatsoever except in return for services actually performed, and except pensions for service in the Army or Navy of the United States.

SEC. 8. That if at the time the disability begins the employee has annual or sick leave to his credit he may, subject to the approval of the head of the department, use such leave until it is exhausted, in which case his compensation shall begin on the fourth day of disability after the annual or sick leave has ceased.

SEC. 9. That immediately after an injury sustained by an employee while in the performance of his duty, whether or not disability has arisen, and for a reason-

able time thereafter, the United States shall furnish to such employee reasonable medical, surgical, and hospital services and supplies unless he refuses to accept them. Such services and supplies shall be furnished by the United States medical officers and hospitals, but where this is not practicable shall be furnished by private physicians and hospitals designated or approved by the commission and paid for from the employees' compensation fund. If necessary for the securing of proper medical, surgical, and hospital treatment, the employee, in the discretion of the commission, may be furnished transportation at the expense of the employees' compensation fund.

SEC. 10. That if death results from the injury within six years the United States shall pay to the following persons for the following periods a monthly compensation equal to the following percentages of the deceased employee's monthly pay, subject to the modification that no compensation shall be paid where the death takes place more than one year after the cessation of disability resulting from such injury, or, if there has been no disability preceding death, more than one year after the injury:

(A) To the widow, if there is no child, thirty-five per centum. This compensation shall be paid until her death or marriage.

(B) To the widower, if there is no child, thirty-five per centum if wholly dependent for support upon the deceased employee at the time of her death. This compensation shall be paid until his death or marriage,

(C) To the widow or widower, if there is a child, the compensation payable under clause (A) or clause (B) and in addition thereto ten per centum for each child, not to exceed a total of sixty-six and two-thirds per centum for such widow or widower and children. If a child has a guardian other than the surviving widow or widower, the compensation payable on account of such

child shall be paid to such guardian. The compensation payable on account of any child shall cease when he dies, marries, or reaches the age of eighteen, or, if over eighteen, and incapable of self-support, becomes capable of self-support.

(D) To the children, if there is no widow or widower, twenty-five per centum for one child and ten per centum additional for each additional child, not to exceed a total of sixty-six and two-thirds per centum, divided among such children share and share alike. The compensation of each child shall be paid until he dies, marries, or reaches the age of eighteen, or if over eighteen and incapable of self-support, becomes capable of self-support. The compensation of a child under legal age shall be paid to its guardian.

(E) To the parents, if one is wholly dependent for support upon the deceased employee at the time of his death and the other is not dependent to any extent, twenty-five per centum; if both are wholly dependent, twenty per centum to each; if one is or both are partly dependent, a proportionate amount in the discretion of the commission.

The above percentages shall be paid if there is no widow, widower, or child. If there is a widow, widower, or child, there shall be paid so much of the above percentages as, when added to the total percentages payable to the widow, widower, and children, will not exceed a total of sixty-six and two-thirds per centum.

(F) To the brothers, sisters, grandparents, and grandchildren, if one is wholly dependent upon the deceased employee for support at the time of his death, twenty per centum to such dependent; if more than one are wholly dependent, thirty per centum, divided among such dependents share and share alike; if there is no one of them wholly dependent, but one or more partly dependent, ten per centum divided among such dependents share and share alike.

The above percentages shall be paid if there is no widow, widower, child, or dependent parent. If there is a widow, widower, child, or dependent parent, there shall be paid so much of the above percentages as, when added to the total percentage payable to the widow, widower, children, and dependent parents, will not exceed a total of sixty-six and two-thirds per centum.

(G) The compensation of each beneficiary under clauses (E) and (F) shall be paid for a period of eight years from the time of the death, unless before that time he, if a parent or grandparent, dies, marries, or ceases to be dependent, or, if a brother, sister, or grandchild, dies, marries, or reaches the age of eighteen, or, if over eighteen and incapable of self-support, becomes capable of self-support. The compensation of a brother, sister, or grandchild under legal age shall be paid to his or her guardian.

(H) As used in this section, the term "child" includes stepchildren, adopted children, and posthumous children, but does not include married children. The terms "brother" and "sister" include step-brothers and stepsisters, half brothers and half sisters, and brothers and sisters by adoption, but do not include married brothers or married sisters. All of the above terms and the term "grandchild" include only persons who at the time of the death of the deceased employee are under eighteen years of age or over that age and incapable of self-support. The term "parent" includes step-parents, and parents by adoption. The term "widow" includes only the decedent's wife living with or dependent for support upon him at the time of his death. The term "widower" includes only the decedent's husband dependent for support upon her at the time of her death. The terms "adopted" and "adoption" as used in this clause include only legal adoption prior to the time of the injury.

(I) Upon the cessation of compensation under this section to or on account of any person, the compensation of the remaining persons entitled to compensation for the unexpired part of the period during which their compensation is payable shall be that which such persons would have received if they had been the only persons entitled to compensation at the time of the decedent's death.

(J) In case there are two or more classes of persons entitled to compensation under this section and the apportionment of such compensation, above provided, would result in injustice, the commission may, in its discretion, modify the apportionment to meet the requirements of the case.

(K) In computing compensation under this section, the monthly pay shall be considered not to be more than \$100 nor less than \$50, but the total monthly compensation shall not exceed the monthly pay computed as provided in section twelve.

(L) If any person entitled to compensation under this section, whose compensation by the terms of this section ceases upon his marriage, accepts any payments of compensation after his marriage he shall be punished by a fine of not more than \$2,000 or by imprisonment for not more than one year, or by both such fine and imprisonment.

SEC. 11. That if death results from the injury within six years the United States shall pay to the personal representative of the deceased employee burial expenses not to exceed \$100, in the discretion of the commission. In the case of an employee whose home is within the United States, if his death occurs away from his home office or outside of the United States, and if so desired by his relatives, the body shall, in the discretion of the commission, be embalmed and transported in a hermetically sealed casket to the home of the employee. Such burial expenses shall not be paid

and such transportation shall not be furnished where the death takes place more than one year after the cessation of disability resulting from such injury, or, if there has been no disability preceding death, more than one year after the injury.

SEC. 12. That in computing the monthly pay the usual practice of the service in which the employee was employed shall be followed. Subsistence and the value of quarters furnished an employee shall be included as part of the pay, but overtime pay shall not be taken into account.

SEC. 13. That in the determination of the employee's monthly wage-earning capacity after the beginning of partial disability, the value of housing, board, lodging, and other advantages which are received from his employer as a part of his remuneration and which can be estimated in money shall be taken into account.

SEC. 14. That in cases of death or of permanent total or permanent partial disability, if the monthly payment to the beneficiary is less than \$5 a month, or if the beneficiary is or is about to become a nonresident of the United States, or if the commission determines that it is for the best interests of the beneficiary, the liability of the United States for compensation to such beneficiary may be discharged by the payment of a lump sum equal to the present value of all future payments of compensation computed at four per centum true discount compounded annually. The probability of the beneficiary's death before the expiration of the period during which he is entitled to compensation shall be determined according to the American Experience Table of Mortality; but in case of compensation to the widow or widower of the deceased employee, such lump sum shall not exceed sixty months' compensation. The probability of the happening of any other contingency affecting the amount or duration of the compensation shall be disregarded.

SEC. 15. That every employee injured in the performance of his duty, or some one on his behalf, shall, within forty-eight hours after the injury, give written notice thereof to the immediate superior of the employee. Such notice shall be given by delivering it personally or by depositing it properly stamped and addressed in the mail.

SEC. 16. That the notice shall state the name and address of the employee, the year, month, day, and hour when and the particular locality where the injury occurred, and the cause and nature of the injury, and shall be signed by and contain the address of the person giving the notice.

SEC. 17. That unless notice is given within the time specified or unless the immediate superior has actual knowledge of the injury, no compensation shall be allowed, but for any reasonable cause shown, the commission may allow compensation if the notice is filed within one year after the injury.

SEC. 18. That no compensation under this act shall be allowed to any person, except as provided in section thirty-eight, unless he or some one on his behalf shall, within the time specified in section twenty, make a written claim therefor. Such claim shall be made by delivering it at the office of the commission or to any commissioner or to any person whom the commission may by regulation designate, or by depositing it in the mail properly stamped and addressed to the commission or to any person whom the commission may by regulation designate.

SEC. 19. That every claim shall be made on forms to be furnished by the commission and shall contain all the information required by the commission. Each claim shall be sworn to by the person entitled to compensation or by the person acting on his behalf, and, except in case of death, shall be accompanied by a certificate of the employee's physician stating the

nature of the injury and the nature and probable extent of the disability. For any reasonable cause shown the commission may waive the provisions of this section.

SEC. 20. That all original claims for compensation for disability shall be made within sixty days after the injury. All original claims for compensation for death shall be made within one year after the death. For any reasonable cause shown the commission may allow original claims for compensation for disability to be made at any time within one year.

SEC. 21. That after the injury the employee shall, as frequently and at such times and places as may be reasonably required, submit himself to examination by a medical officer of the United States or by a duly qualified physician designated or approved by the commission. The employee may have a duly qualified physician designated and paid by him present to participate in such examination. For all examinations after the first the employee shall, in the discretion of the commission, be paid his reasonable traveling and other expenses and loss of wages incurred in order to submit to such examination. If the employee refuses to submit himself for or in any way obstructs any examination, his right to claim compensation under this act shall be suspended until such refusal or obstruction ceases. No compensation shall be payable while such refusal or obstruction continues, and the period of such refusal or obstruction shall be deducted from the period for which compensation is payable to him.

SEC. 22. That in case of any disagreement between the physician making an examination on the part of the United States and the employee's physician the commission shall appoint a third physician, duly qualified, who shall make an examination.

SEC. 23. That fees for examinations made on the part of the United States under sections twenty-one

and twenty-two by physicians who are not already in the service of the United States shall be fixed by the commission. Such fees, and any sum payable to the employee under section twenty-one, shall be paid out of the appropriation for the work of the commission.

SEC. 24. That immediately after an injury to an employee resulting in his death or in his probable disability, his immediate superior shall make a report to the commission containing such information as the commission may require, and shall thereafter make such supplementary reports as the commission may require.

SEC. 25. That any assignment of a claim for compensation under this act shall be void and all compensation and claims therefor shall be exempt from all claims of creditors.

SEC. 26. If an injury or death for which compensation is payable under this act is caused under circumstances creating a legal liability upon some person other than the United States to pay damages therefor, the commission may require the beneficiary to assign to the United States any right of action he may have to enforce such liability of such other person or any right which he may have to share in any money or other property received in satisfaction of such liability of such other person, or the commission may require said beneficiary to prosecute said action in his own name.

If the beneficiary shall refuse to make such assignment or to prosecute said action in his own name when required by the commission, he shall not be entitled to any compensation under this act.

The cause of action when assigned to the United States may be prosecuted or compromised by the commission, and if the commission realizes upon such cause of action, it shall apply the money or other property so received in the following manner: After deducting the amount

of any compensation already paid to the beneficiary and the expenses of such realization or collection, which sum shall be placed to the credit of the employees' compensation fund, the surplus, if any, shall be paid to the beneficiary and credited upon any future payments of compensation payable to him on account of the same injury.

SEC. 27. That if an injury or death for which compensation is payable under this act is caused under circumstances creating a legal liability in some person other than the United States to pay damages therefor, and a beneficiary entitled to compensation from the United States for such injury or death receives, as a result of a suit brought by him or on his behalf, or as a result of a settlement made by him or on his behalf, any money or other property in satisfaction of the liability of such other person, such beneficiary shall, after deducting the costs of suit and a reasonable attorney's fee, apply the money or other property so received in the following manner:

(A) If his compensation has been paid in whole or in part, he shall refund to the United States the amount of compensation which has been paid by the United States and credit any surplus upon future payments of compensation payable to him on account of the same injury. Any amount so refunded to the United States shall be placed to the credit of the employees' compensation fund.

(B) If no compensation has been paid to him by the United States, he shall credit the money or other property so received upon any compensation payable to him by the United States on account of the same injury.

SEC. 28. That a commission is hereby created, to be known as the United States Employees' Compensation Commission, and to be composed of three commission-

ers appointed by the President, by and with the advice and consent of the Senate, one of whom shall be designated by the President as chairman. No commissioner shall hold any other office or position under the United States. No more than two of said commissioners shall be members of the same political party. One of said commissioners shall be appointed for a term of two years, one for a term of four years, and one for a term of six years, and at the expiration of each of said terms, the commissioner then appointed shall be appointed for a period of six years. Each commissioner shall receive a salary of \$4,000 a year. The principal office of said commission shall be in Washington, District of Columbia, but the said commission is authorized to perform its work at any place deemed necessary by said commission, subject to the restrictions and limitations of this act.

SEC. 28a. Upon the organization of said commission and notification to the heads of all executive departments that the commission is ready to take up the work devolved upon it by this act, all commissions and independent bureaus, by or in which payments for compensation are now provided, together with the adjustment and settlement of such claims, shall cease and determine, and such executive departments, commissions, and independent bureaus shall transfer all pending claims to said commission to be administered by it. The said commission may obtain, in all cases, in addition to the reports provided in section twenty-four, such information and such reports from employees of the departments as may be agreed upon by the commission and the heads of the respective departments. All clerks and employees now exclusively engaged in carrying on said work in the various executive departments, commissions, and independent bureaus shall be transferred to, and become employees of, the commission at their present grades and salaries.

SEC. 29. That the commission, or any commissioner by authority of the commission, shall have power to issue subpoenas for and compel the attendance of witnesses within a radius of one hundred miles, to require the production of books, papers, documents, and other evidence, to administer oaths, and to examine witnesses, upon any matter within the jurisdiction of the commission.

SEC. 30. The commission shall have such assistants, clerks, and other employees as may be from time to time provided by Congress. They shall be appointed from lists of eligibles to be supplied by the Civil Service Commission, and in accordance with the civil-service law.

SEC. 31. That the commission shall submit annually to the Secretary of the Treasury estimates of the appropriations necessary for the work of the commission.

SEC. 32. That the commission is authorized to make necessary rules and regulations for the enforcement of this act, and shall decide all questions arising under this act.

SEC. 33. That the commission shall make to Congress at the beginning of each regular session a report of its work for the preceding fiscal year, including a detailed statement of appropriations and expenditures, a detailed statement showing receipts of and expenditures from the employees' compensation fund, and its recommendations for legislation.

SEC. 34. That for the fiscal year ending June thirtieth, nineteen hundred and seventeen, there is hereby authorized to be appropriated, from any money in the Treasury not otherwise appropriated, the sum of \$50,000 for the work of the commission, including salaries of the commissioners and of such assistants, clerks, and other employees as the commission may deem necessary, and for traveling expenses, expenses of medical examinations under sections twenty-one and

twenty-two, reasonable traveling and other expenses and loss of wages payable to employees under section twenty-one, rent and equipment of offices, purchase of books, stationery, and other supplies, printing and binding to be done at the Government Printing Office, and other necessary expenses.

SEC. 35. That there is hereby authorized to be appropriated, from any money in the Treasury not otherwise appropriated, the sum of \$500,000, to be set aside as a separate fund in the Treasury, to be known as the employees' compensation fund. To this fund there shall be added such sums as Congress may from time to time appropriate for the purpose. Such fund, including all additions that may be made to it, is hereby authorized to be permanently appropriated for the payment of the compensation provided by this act, including the medical, surgical, and hospital services and supplies provided by section nine, and the transportation and burial expenses provided by sections nine and eleven. The commission shall submit annually to the Secretary of the Treasury estimates of the appropriations necessary for the maintenance of the fund.

SEC. 36. The commission, upon consideration of the claim presented by the beneficiary, and the report furnished by the immediate superior and the completion of such investigation as it may deem necessary, shall determine and make a finding of facts thereon and make an award for or against payment of the compensation provided for in this act. Compensation when awarded shall be paid from the employees' compensation fund.

SEC. 37. That if the original claim for compensation has been made within the time specified in section twenty, the commission may, at any time, on its own motion or on application, review the award, and, in accordance with the facts found on such review, may

end, diminish, or increase the compensation previously awarded, or, if compensation has been refused or discontinued, award compensation.

SEC. 38. That if any compensation is paid under a mistake of law or of fact, the commission shall immediately cancel any award under which such compensation has been paid and shall recover, as far as practicable, any amount which has been so paid. Any amount so recovered shall be placed to the credit of the employees' compensation fund.

SEC. 39. That whoever makes, in any affidavit required under section four or in any claim for compensation, any statement, knowing it to be false, shall be guilty of perjury and shall be punished by a fine of not more than \$2,000, or by imprisonment for not more than one year or by both such fine and imprisonment.

SEC. 40. That wherever used in this act—

The singular includes the plural and the masculine includes the feminine.

The term "employee" includes all civil employees of the United States and of the Panama Railroad Company.

The term "commission" shall be taken to refer to the United States Employees' Compensation Commission provided for in section twenty-eight.

The term "physician" includes surgeons.

The term "monthly pay" shall be taken to refer to the monthly pay at the time of the injury.

SEC. 41. That all acts or parts of acts inconsistent with this act are hereby repealed: *Provided, however,* That for injuries occurring prior to the passage of this act compensation shall be paid under the law in force at the time of the passage of this act: *And provided further,* That if an injury or death for which compensation is payable under this act is caused under circumstances creating a legal liability in the Panama Railroad

Company to pay damages therefor under the laws of any State, Territory, or possession of the United States or of the District of Columbia or of any foreign country, no compensation shall be payable until the person entitled to compensation releases to the Panama Railroad Company any right of action which he may have to enforce such liability of the Panama Railroad Company, or until he assigns to the United States any right which he may have to share in any money or other property received in satisfaction of such liability of the Panama Railroad Company.

SEC. 42. That the President may, from time to time, transfer the administration of this act so far as employees of the Panama Canal and of the Panama Railroad Company are concerned to the governor of the Panama Canal, and so far as employees of the Alaskan Engineering Commission are concerned to the chairman of that commission, in which cases the words "commission" and "its" wherever they appear in this act shall, so far as necessary to give effect to such transfer, be read "governor of the Panama Canal" or "chairman of the Alaskan Engineering Commission," as the case may be, and "his"; and the expenses of medical examinations under sections twenty-one and twenty-two, and the reasonable traveling and other expenses and loss of wages payable to employees under section twenty-one, shall be paid out of appropriations for the Panama Canal or for the Alaskan Engineering Commission or out of funds of the Panama Railroad, as the case may be, instead of out of appropriation for the work of the commission.

In the case of compensation to employees of the Panama Canal or of the Panama Railroad Company for temporary disability, either total or partial, the President may authorize the governor of the Panama Canal to waive, at his discretion, the making of the claim required by section eighteen. In the case of

alien employees of the Panama Canal or of the Panama Railroad Company, or of any class or classes of them, the President may remove or modify the minimum limit established by section six on the monthly compensation for disability and the minimum limit established by clause (K) of section ten on the monthly pay on which death compensation is to be computed. The President may authorize the governor of the Panama Canal and the Chairman of the Alaskan Engineering Commission to pay the compensation provided by this act, including the medical, surgical, and hospital services and supplies provided by section nine and the transportation and burial expenses provided by sections nine and eleven, out of the appropriations for the Panama Canal and for the Alaskan Engineering Commission, such appropriations to be reimbursed for such payments by the transfer of funds from the employees' compensation fund. (Paragraph 676.)

975. ACT MARCH 3, 1917. 39 STAT. 1081.

Data for Bureau of Efficiency.

Officers and employees of the executive departments and other establishments shall furnish authorized representatives of the Bureau of Efficiency with all information that the bureau may require for the performance of the duties imposed on it by law, and shall give such representatives access to all records and papers that may be needed for that purpose.

976. ACT MARCH 3, 1917. 39 STAT. 1106.

No employee to receive other than Government salary for services.

Provided, That on and after July first, nineteen hundred and nineteen, no Government official or employee shall receive any salary in connection with his services as such an official or employee from any source other than the Government of the United States, except as may be contributed out of the treasury of any State, county, or municipality, and no per-

son, association, or corporation shall make any contribution to, or in any way supplement the salary of, any Government official or employee for the services performed by him for the Government of the United States. Any person violating any of the terms of this proviso shall be deemed guilty of a misdemeanor, and upon conviction thereof shall be punished by a fine of not less than \$1,000 or imprisonment for not less than six months, or by both such fine and imprisonment as the court may determine. (Paragraphs 15, 17, 404, 424, 643.)

**977. ACT MARCH 4, 1917, 39 STAT. 1157, AS AMENDED BY
ACT MAY 31, 1920, 41 STAT. 718.**

Sale or rental of motion-picture films.

That hereafter the Secretary of Agriculture is authorized, under such rules and regulations and subject to such conditions as he may prescribe, to loan, rent, or sell copies of films: *Provided*, That in the sale or rental of films educational institutions or associations for agricultural education not organized for profit shall have preference; all money received from such rentals or sale to be covered into the Treasury of United States as miscellaneous receipts. (Paragraphs 213, 243, 715.)

978. ACT MARCH 4, 1917. 39 STAT. 1167.

Exchanges passenger-carrying vehicles allowed, report of to Congress.

That hereafter the Secretary of Agriculture may exchange motor-propelled and horse-drawn passenger-carrying vehicles in part payment for new motor-propelled or horse-drawn passenger-carrying vehicles authorized to be purchased by him, to be used for the same purposes as those proposed to be exchanged, and shall on the first day of each regular session of Congress, make a report to Congress for the fiscal year last closed showing, as to each exchange hereunder, the make of

the vehicle, the period of its use, the allowance therefor, and the vehicle, make thereof, and price, including exchange value, paid, or to be paid, for each vehicle procured through such exchange. (Paragraphs 218, 249, 653.)

979. ACT MARCH 4, 1917. 39 STAT. 1192.

Emergency suspension of eight-hour law.

That in case of national emergency the President is authorized to suspend provisions of law prohibiting more than eight hours labor* in any one day of persons engaged upon work covered by contracts with the United States: *Provided further*, That the wages of persons employed upon such contracts shall be computed on a basic day rate of eight hours' work, with overtime rates to be paid at not less than time and one-half time for all hours' work in excess of eight hours. (Paragraph 478.)

980. ACT MAY 12, 1917. 40 STAT. 72.

Officers' Reserve Corps; leave of absence; restoration.

Provided further, That all officers and employees of the United States or of the District of Columbia who shall be members of the Officers' Reserve Corps shall be entitled to leave of absence from their respective duties, without loss of pay, time, or efficiency rating, on all days during which they shall be ordered to duty with troops or at field exercises, or for instruction, for periods not to exceed fifteen days in any one calendar year.

Provided further, That members of the Officers' Reserve Corps who are in the employ of the United States Government or of the District of Columbia and who are ordered to duty by proper authority shall, when relieved from duty, be restored to the positions held by them when ordered to duty. (Paragraph 489.)

*27 Stat. 340; 37 Stat. 137; 37 Stat. 726.

981. ACT JUNE 12, 1917, SEC. 1. 40 STAT. 144.**Minor purchases of supplies.**

Hereafter the purchase of supplies or the procurement of services outside the District of Columbia may be made in open market in the manner common among business men when the aggregate amount of the purchase does not exceed \$50. (Paragraphs 63, 64, 65, 66, 67, 68, 72, 73.)

982. ACT JUNE 15, 1917. 40 STAT. 227.**Punishment for fraudulent use of seal.**

SECTION 1. Whoever shall fraudulently or wrongfully affix or impress the seal of any executive department, or of any bureau, commission, or office of the United States, to or upon any certificate, instrument, commission, document, or paper of any description; or whoever, with knowledge of its fraudulent character, shall with wrongful or fraudulent intent use, buy, procure, sell, or transfer to another any such certificate, instrument, commission, document, or paper, to which or upon which said seal has been so fraudulently affixed or impressed, shall be fined not more than \$5,000 or imprisoned not more than five years, or both.

SEC. 2. Whoever shall falsely make, forge, counterfeit, mutilate, or alter, or cause or procure to be made, forged, counterfeited, mutilated, or altered, or shall willingly assist in falsely making, forging, counterfeiting, mutilating, or altering, the seal of any executive department, or any bureau, commission, or office of the United States, or whoever shall knowingly use, affix, or impress any such fraudulently made, forged, counterfeited, mutilated, or altered seal to or upon any certificate, instrument, commission, document, or paper, of any description, or whoever with wrongful or fraudulent intent shall have possession of any such falsely made, forged, counterfeited, mutilated, or al-

tered seal, knowing the same to have been so falsely made, forged, counterfeited, mutilated, or altered, shall be fined not more than \$5,000 or imprisoned not more than ten years, or both.

982.1. ACT AUGUST 10, 1917, SEC. 3. 40 STAT., 276.

Agents or employees of Government not to be interested in contracts.

That no person acting either as a voluntary or paid agent or employee of the United States in any capacity, including an advisory capacity, shall solicit, induce, or attempt to induce any person or officer authorized to execute or to direct the execution of contracts on behalf of the United States to make any contract or give any order for the furnishing to the United States of work, labor, or services, or of materials, supplies, or other property of any kind or character, if such agent or employee has any pecuniary interest in such contract or order, or if he or any firm of which he is a member, or corporation, joint-stock company, or association of which he is an officer or stockholder, or in the pecuniary profits of which he is directly or indirectly interested, shall be a party thereto. Nor shall any agent or employee make, or permit any committee or other body of which he is a member to make, or participate in making, any recommendation concerning such contract or order to any council, board, or commission of the United States, or any member or subordinate thereof, without making to the best of his knowledge and belief a full and complete disclosure in writing to such council, board, commission, or subordinate of any and every pecuniary interest which he may have in such contract or order and of his interest in any firm, corporation, company, or association being a party thereto. Nor shall he participate in the awarding of such contract or giving such order. Any willful violation of any of the

provisions of this section shall be punishable by a fine of not more than \$10,000, or by imprisonment of not more than five years, or both: *Provided*, That the provisions of this section shall not change, alter or repeal section forty-one of chapter three hundred and twenty-one, Thirty-fifth Statutes at Large. (Paragraph 75.)

983. ACT OCTOBER 6, 1917. 40 STAT. 383.

Increased pay under lump-sum appropriations forbidden to employees transferred in one year.

SEC. 7. That no civil employee in any of the executive departments or other Government establishments, or who has been employed therein within the period of one year next preceding his proposed employment in any other executive department or other Government establishment, shall be employed hereafter and paid from a lump-sum appropriation in any other executive department or other Government establishment at an increased rate of compensation. And no civil employee in any of the executive departments or other Government establishments, or who has been employed therein within the period of one year next preceding his proposed employment in any other executive department or other Government establishment and who may be employed in another executive department or other Government establishment, shall be granted an increase in compensation within the period of one year following such reemployment. (Paragraphs 15, 404, 424.)

NOTE.—This law has been superseded in part by the classification act of March 4, 1923, relating to payment of personal services in the District of Columbia. Payment of personal services in the field remains operative under this law until Congress enacts legislation placing field employees on a reclassification basis.

984. ACT FEBRUARY 28, 1919. 40 STAT. 1201.**National forests. Appropriation for roads and trails in, for use, etc., of adjacent communities.**

There is hereby appropriated, out of any money in the Treasury not otherwise appropriated, for the fiscal year ending June 30, 1919, the sum of \$3,000,000, for the fiscal year ending June 30, 1920, the sum of \$3,000,000, and for the fiscal year ending June 30, 1921, the sum of \$3,000,000 available until expended by the Secretary of Agriculture in cooperation with the proper officials of the State, Territory, insular possession, or county, in the survey, construction, and maintenance of roads and trails within or partly within the national forests, when necessary for the use and development of resources of the same or desirable for the proper administration, protection, and improvement of any such forest. Out of the sums so appropriated the Secretary of Agriculture may, without the cooperation of such officials, survey, construct, and maintain any road or trail within a national forest which he finds necessary for the proper administration, protection, and improvement of such forest, or which in his opinion is of national importance. (Paragraphs 12, 73.)

985. ACT MARCH 1, 1919, 40 STAT. 1270; ACT JULY 19, 1919, 41 STAT. 233.**Printing: Joint Committee on, authority; Government Printing Office; field printing; surplus equipment.**

That the Joint Committee on Printing shall have power to adopt and employ such measures as, in its discretion, may be deemed necessary to remedy any neglect, delay, duplication, or waste in the public printing and binding and the distribution of Government publications.

That on and after July 1, 1919, all printing, binding, and blank-book work for Congress, the Executive Office, the judiciary, and every executive department, independent office, and establishment of the Government shall be done at the Government Printing Office, except such classes of work as shall be deemed by the Joint Committee on Printing to be urgent or necessary to have done elsewhere than in the District of Columbia for the exclusive use of any field service outside of said District.

That any officer of the Government having machinery, material, equipment or supplies for printing, binding, and blank-book work, including lithography, photolithography, and other processes of reproduction, which are no longer required or authorized for his service, shall submit a detailed report of the same to the Public Printer, and the Public Printer is hereby authorized, with the approval of the Joint Committee on Printing, to requisition such articles of the character herein described as are serviceable in the Government Printing Office, and the same shall be promptly delivered to that office. (Paragraph 624.)

986. ACT JULY 24, 1919. 41 STAT. 241.

Bureau of Animal Industry, employees allowed for overtime work.

That, hereafter, the Secretary of Agriculture is authorized, in his discretion, to pay employees of the Bureau of Animal Industry employed in establishments subject to the provisions of the meat inspection act of June 30, 1906, for all overtime work performed at such establishments, at such rates as he may determine, and to accept from such establishments wherein such overtime work is performed reimbursement for any sums paid out by him for such overtime work.

987. ACT JULY 24, 1919. 41 STAT. 262.

Leaves of absence; employees assigned to duty in Virgin Islands; cumulative leave experiment station employees Alaska, Hawaii, Porto Rico, Guam, and Virgin Islands.

That hereafter employees of the Department of Agriculture assigned to permanent duty in the Virgin Islands shall be entitled to the same privileges as to leave of absence as are conferred upon employees assigned to Alaska, Hawaii, Porto Rico, and Guam by the act of June 30, 1914 (Thirty-eighth Statutes at Large, p. 441), and if any employee of the agricultural experiment stations of the United States in Alaska, Hawaii, Porto Rico, Guam, or the Virgin Islands shall elect to postpone the taking of any or all of the annual leave to which he may be entitled under the said act of June 30, 1914, he may, in the discretion of the Secretary of Agriculture, subject to the interests of the public service, be allowed to take at one time unused annual leave which may have accumulated within not to exceed four years, and be paid at the rate prevailing during the year such leave of absence has accumulated. (Paragraphs 480, 484, 509.)

988. ACT JULY 2, 1919. 41 STAT. 234, 270.

Cooperation; contributions from outside parties.

That hereafter in carrying on the activities of the Department of Agriculture involving cooperation with State, county, and municipal agencies, associations of farmers, individual farmers, universities, colleges, boards of trade, chambers of commerce, or other local associations of business men, business organizations, and individuals within the State, Territory, district or insular possession in which such activities are to be carried on, moneys contributed from such outside sources, except in the case of the authorized activities

of the Forest Service, shall be paid only through the Secretary of Agriculture or through State, county or municipal agencies, or local farm bureaus or like organizations, cooperating for the purpose with the Secretary of Agriculture.

The officials and the employees of the Department of Agriculture engaged in the activities described in the preceding paragraph and paid in whole or in part out of funds contributed as provided therein, and the persons, corporations, or associations making contributions as therein provided, shall not be subject to the proviso contained in the act making appropriations for the legislative, executive, and judicial expenses of the Government for the fiscal year ending June 30, 1918, and for other purposes, approved March 3, 1917, in Thirty-ninth Statutes at Large, at page 1106; nor shall any official or employee engaged in the cooperative activities of the Forest Service, or the persons, corporations, or associations contributing to such activities be subject to the said proviso. (Paragraphs 15, 17, 404, 424, 643.)

989. ACT MAY 22, 1920. 41 STAT. 614.

**For the retirement of employees in the classified civil service, and
for other purposes.**

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That beginning at the expiration of ninety days next following the passage of this act, all employees in the classified civil service of the United States who have on that date, or shall have on any date thereafter, reached the age of seventy years and rendered at least fifteen years of service computed as prescribed in section 3 of this act, shall be eligible for retirement on an annuity as provided in section 2 hereof: *Provided*, That mechanics, city and rural letter carriers, and post-office clerks shall be eligible for retirement at sixty-five years of age, and railway postal clerks at sixty-two years of age, if said

mechanics, city and rural letter carriers, post-office clerks, and railway postal clerks shall have rendered at least fifteen years of service computed as prescribed in section 3 of this act.

The provisions of this act shall include superintendents of United States national cemeteries, employees of the Superintendent of the United States Capitol Buildings and Grounds, the Library of Congress, and the Botanic Gardens, excepting persons appointed by the President and confirmed by the Senate, and may be extended by Executive order, upon recommendation of the Civil Service Commission, to include any employee or group of employees in the civil service of the United States not classified at the time of the passage of this act. The President shall have power, in his discretion, to exclude from the operation of this act any employee or group of employees in the classified civil service whose tenure of office or employment is intermittent or of uncertain duration.

All regular annual employees of the municipal government of the District of Columbia, appointed directly by the commissioners, or by other competent authority including those receiving per diem compensation paid out of general appropriations, but whose services are continuous, and including public-school employees, excepting school officers and teachers, shall be included in the provisions of this act, but members of the police and fire departments shall be excluded therefrom.

Postmasters, and such employees of the Lighthouse Service as come within the provisions of section 6 of the act of June 20, 1918, entitled, "An act to authorize aids to navigation and for other works in the Lighthouse Service, and for other purposes," shall not be included in the provisions of this act.

SEC. 2. That for the purpose of determining the amount of annuity which retired employees shall

receive, the following classifications and rates shall be established:

Class A shall include all employees to whom this act applies who shall have served the United States for a total period of thirty years or more. The annuity to a retired employee in this class shall equal 60 per centum of such employee's average annual basic salary, pay, or compensation from the United States for the ten years next preceding the date on which he or she shall retire: *Provided*, That in no case shall an annuity in this class exceed \$720 per annum or be less than \$360 per annum. Class B shall include all employees to whom this act applies who shall have served the United States for a total period of twenty-seven years or more, but less than thirty years. The annuity to a retired employee in this class shall equal 54 per centum of such employee's average annual basic salary, pay, or compensation from the United States for the ten years next preceding the date on which he or she shall retire: *Provided*, That in no case shall an annuity in this class exceed \$648 per annum, or be less than \$324 per annum.

Class C shall include all employees to whom this act applies who shall have served the United States for a total period of twenty-four years or more, but less than twenty-seven years. The annuity to a retired employee in this class shall equal 48 per centum of such employee's average annual basic salary, pay or compensation from the United States for the ten years next preceding the date on which he or she shall retire: *Provided*, That in no case shall an annuity in this class exceed \$576 per annum, or be less than \$288 per annum.

Class D shall include all employees to whom this act applies who shall have served the United States for a total period of twenty-one years or more, but less than twenty-four years. The annuity to a retired employee in this class shall equal 42 per centum of such employee's average annual basic salary, pay, or compensation

from the United States for the ten years next preceding the date on which he or she shall retire: *Provided*, That in no case shall an annuity in this class exceed \$504 per annum, or be less than \$252 per annum.

Class E shall include all employees to whom this act applies who shall have served the United States for a total period of eighteen years or more, but less than twenty-one years. The annuity to a retired employee in this class shall equal 36 per centum of such employee's average annual basic salary, pay, or compensation from the United States for the ten years next preceding the date on which he or she shall retire: *Provided*, That in no case shall an annuity in this class exceed \$432 per annum, or be less than \$216 per annum.

Class F shall include all employees to whom this act applies who shall have served the United States for a total period of fifteen years or more, but less than eighteen years. The annuity to a retired employee in this class shall equal 30 per centum of such employee's average annual basic salary, pay, or compensation from the United States for the ten years next preceding the date on which he or she shall retire: *Provided*, That in no case shall an annuity in this class exceed \$360 per annum, or be less than \$180 per annum.

The term "basic salary, pay, or compensation" wherever used in this act shall be so construed as to exclude from the operation of the act all bonuses, allowances, overtime pay, or salary, pay, or compensation given in addition to the base pay of the positions as fixed by law or regulation.

SEC. 3. That for the purposes of this act and subject to the provisions of section 10 hereof, the period of service shall be computed from the date of original employment, whether as a classified or unclassified employee in the civil service of the United States and shall include periods of service at different times and services in one or more departments, branches, or in-

dependent offices of the Government, and shall also include service performed under authority of the United States beyond seas, and honorable service in the Army, Navy, Marine Corps, or Coast Guard of the United States: *Provided*, That in the case of an employee who is eligible for and elects to receive a pension under any law, or compensation under the War Risk Insurance Act, the period of his or her military or naval service upon which such pension or compensation is based shall not be included for the purpose of assignment to classes defined in section 2 hereof, but nothing contained in this act shall be so construed as to affect in any manner his or her right to a pension, or to compensation under the War Risk Insurance Act, in addition to the annuity herein provided.

It is further provided that in computing length of service for the purposes of this act all periods of separation from the service and so much of any period of leave of absence as may exceed six months shall be excluded, and that in the case of substitutes in the Postal Service only periods of active employment shall be included.

SEC. 4. That for the purpose of administration, except as otherwise provided herein, the Commissioner of Pensions, under the direction of the Secretary of the Interior, be, and is hereby, authorized and directed to perform, or cause to be performed, any and all acts and to make such rules and regulations as may be necessary and proper for the purpose of carrying the provisions of this act into full force and effect. An appeal to the Secretary of the Interior shall lie from the final action or order of the Commissioner of Pensions affecting the rights or interests of any person or of the United States under this act, the procedure on appeal to be as prescribed by the Commissioner of Pensions, with the approval of the Secretary of the Interior.

SEC. 5. That any employee to whom this act applies who shall have served for a total period of not less than

fifteen years, and who, before reaching the retirement age as fixed in section 1 hereof, becomes totally disabled for useful and efficient service by reason of disease or injury not due to vicious habits, intemperance, or willful misconduct on the part of the employee, shall upon his or her own application or upon the request or order of the head of the department, branch, or independent office concerned, be retired on an annuity under the provisions of section 2 hereof: *Provided, however,* That no employee shall be retired under the provisions of this section until examined by a medical officer of the United States or a duly qualified physician or surgeon or board of physicians or surgeons designated by the Commissioner of Pensions for that purpose and found to be disabled in the degree and in the manner specified herein.

Every annuitant retired under the provisions of this section, unless the disability for which retired is permanent in character, shall, at the expiration of one year from the date of such retirement and annually thereafter until reaching the retirement age as defined in section 1 hereof, be examined under direction of the Commissioner of Pensions by a medical officer of the United States, or a duly qualified physician or surgeon or board of physicians or surgeons designated by the Commissioner of Pensions for that purpose, in order to ascertain the nature and degree of the annuitant's disability, if any; if the annuitant recovers and is restored to his or her former earning capacity before reaching the retirement age, payment of the annuity shall be discontinued from the date of the medical examination showing such recovery; if the annuitant fails to appear for examination as required under this section, payment of the annuity shall be suspended until continuance of the disability has been satisfactorily established. The Commissioner of Pensions is hereby authorized to order or direct at any time such

medical or other examination as he shall deem necessary to determine the facts relative to the nature and degree of disability of any employee retired on an annuity under this section.

Fees for examinations made under the provisions of this section by physicians or surgeons who are not medical officers of the United States shall be fixed by the Commissioner of Pensions, and such fees, together with the employee's reasonable traveling and other expenses incurred in order to submit to such examinations, shall be paid out of the appropriations for the cost of administering this act.

In all cases where the annuity is discontinued under the provisions of this section before the annuitant has received a sum equal to the total amount of his or her contributions with accrued interest, the difference shall be paid to the retired employee, or to his or her estate, upon application therefor in such form and manner as the Commissioner of Pensions may direct.

No person shall be entitled to receive an annuity under the provisions of this act, and compensation under the provisions of the act of September 7, 1916, entitled "An act to provide compensation for employees of the United States suffering injuries while in the performance of their duties, and for other purposes," covering the same period of time, but this provision shall not be so construed as to bar the right of any claimant to the greater benefit conferred by either act for any part of the same period of time.

SEC. 6. That all employees to whom this act applies shall, upon the expiration of ninety days next succeeding its passage, if of retirement age, or thereafter on arriving at retirement age as defined in section 1 hereof, be automatically separated from the service, and all salary, pay, or compensation shall cease from that date, and it shall be the duty of the head of each department, branch, or independent office of the

Government to notify such employees under his direction of the date of such separation from the service at least sixty days in advance thereof: *Provided*, That no person employed in the executive departments within the District of Columbia, retired under the provisions of this act during the fiscal year ending June 30, 1921, shall be replaced by additional employees, but if the exigencies of the service so require, places made vacant by such retirement may be filled by promotion or transfer of eligible employees already in the service: *Provided*, That if within sixty days after the passage of this act or not less than thirty days before the arrival of an employee at the age of retirement, the head of the department, branch, or independent office of the Government in which he or she is employed certifies to the Civil Service Commission that by reason of his or her efficiency and willingness to remain in the civil service of the United States the continuance of such employee therein would be advantageous to the public service, such employee may be retained for a term not exceeding two years upon approval and certification by the Civil Service Commission, and at the end of the two years he or she may, by similar approval and certification, be continued for an additional term not exceeding two years, and so on: *Provided, however*, That at the end of ten years after this act becomes effective no employee shall be continued in the civil service of the United States beyond the age of retirement defined in section 1 hereof for more than four years.

SEC. 7. That every employee who is or hereafter becomes eligible for retirement because of age as provided in this act, shall, within sixty days after its passage or thirty days before reaching the retirement age, or at any time thereafter, file with the Commissioner of Pensions, in such form as he may prescribe, an application for an annuity, supported by a certificate from the head of the department, branch, or independ-

ent office of the Government in which the applicant has been employed, stating the age and period or periods of service of the applicant and salary, pay, or compensation received during such periods, as shown by the official records: *Provided, however,* That in the case of an employee who is to be continued in the civil service of the United States beyond the retirement age as provided in section 6 hereof, he or she may make application for retirement at any time within such period of continuance in the service; but nothing contained in this act shall be construed to prevent the compulsory retirement of such employee when in the judgment of the head of the department, branch, or independent office in which he or she is employed such retirement would promote the best interests of the service.

Upon receipt of satisfactory evidence the Commissioner of Pensions shall forthwith adjudicate the claim of the applicant, and if title to annuity be established, a proper certificate shall be issued to the annuitant under the seal of the Department of the Interior.

Annuities granted under this act for retirement on account of age shall commence from the date of separation from the service on or after the date this act shall take effect, and shall continue during the life of the annuitant. Annuities granted for disability under the provisions of section 5 hereof shall be subject to the limitations specified in said section.

SEC. 8. That beginning on the first day of the third month next following the passage of this act and monthly thereafter there shall be deducted and withheld from the basic salary, pay, or compensation of each employee to whom this act applies a sum equal to $2\frac{1}{2}$ per centum of such employee's basic salary, pay, or compensation. The Secretary of the Treasury shall cause the said deductions to be withheld from all specific appropriations for the particular salaries or

compensation from which the deductions are made and from all allotments out of lump-sum appropriations for payments of such salaries or compensation for each fiscal year, and said sums shall be transferred on the books of the Treasury Department to the credit of a special fund to be known as "the civil-service retirement and disability fund," and said fund is hereby appropriated for the payment of annuities, refunds, and allowances as provided in this act.

The Secretary of the Treasury is hereby directed to invest from time to time, in interest-bearing securities of the United States, such portions of the "civil-service retirement and disability fund" hereby created as in his judgment may not be immediately required for the payment of annuities, refunds, and allowances as herein provided, and the income derived from such investments shall constitute a part of said fund for the purpose of paying annuities and of carrying out the provisions of section 11 of this act.

The Secretary of the Treasury is hereby authorized and empowered in carrying out the provisions of this act to supplement the individual contributions of employees with moneys received in the form of donations, gifts, legacies, bequests, or otherwise, and to receive, invest, and disburse for the purposes of this act all moneys which may be contributed by private individuals or corporations or organizations for the benefit of civil-service employees generally or any special class of employees.

SEC. 9. That every employee coming within the provisions of this act shall be deemed to consent and agree to the deductions from salary, pay, or compensation as provided in section 8 hereof, and payment less such deductions shall be a full and complete discharge and acquittance of all claims and demands whatsoever for all regular services rendered by such employee during the period covered by such payment,

except the right to the benefits to which he or she shall be entitled under the provisions of this act, notwithstanding the provisions of sections 167, 168, and 169 of the Revised Statutes of the United States, and of any other law, rule, or regulation affecting the salary, pay, or compensation of any person or persons employed in the civil service to whom this act applies.

SEC. 10. That upon the transfer of any employee from an unclassified to a classified status, or upon the reinstatement of a former employee, credit for past service rendered subsequent to the date this act shall take effect, or for any part thereof, shall be granted only upon deposit with the Treasurer of the United States of the amount of such deductions with interest as provided in this act as would have been made for the periods of actual service, or part thereof, for which credit is to be given, but such interest shall not be computed for periods of separation from the service: *Provided*, That failure to make such deposit shall not deprive the employee of credit for any past service rendered prior to the date this act shall become operative, and to which he or she would otherwise be entitled.

SEC. 11. That in the case of an employee in the classified civil service of the United States who shall be transferred to an unclassified position, and in the case of any employee to whom this act applies who shall become absolutely separated from the service before becoming eligible for retirement on an annuity, the total amount of deductions of salary, pay, or compensation with accrued interest computed at the rate of 4 per centum per annum, compounded on June 30 of each fiscal year, shall, upon application, be returned to such employee: *Provided*, That all money so returned to an employee must be redeposited with interest before such employee may derive any benefit under the provisions of this act, upon reinstatement or retransfer to a classified position; and in case an

annuitant shall die without having received in annuities an amount equal to the total amount of the deductions from his or her salary, pay, or compensation, together with interest thereon at 4 per centum per annum compounded as herein provided up to the time of his or her death, the excess of the said accumulated deductions over the said annuity payments shall be paid in one sum to his or her legal representatives upon the establishment of a valid claim therefor; and in case an employee shall die without having reached the retirement age or without having established a valid claim for annuity, the total amount of deductions with accrued interest as herein provided shall be paid to the legal representatives of such employee: *Provided*, That if in case of death the amount of deductions to be paid under the provisions of this section does not exceed \$300, and if there has been no demand upon the Commissioner of Pensions by a duly appointed executor or administrator, the payment may be made after the expiration of three months from date of death, to such person or persons as may appear in the judgment of the Commissioner of Pensions to be legally entitled to the proceeds of the estate, and such payment shall be a bar to recovery by any other person.

SEC. 12. That annuities granted under the terms of this act shall be due and payable monthly on the first business day of the month following the month or other period for which the annuity shall have accrued, and payment of all annuities, refunds, and allowances granted hereunder shall be made by checks drawn and issued by the disbursing clerk for the payment of pensions in such form and manner and with such safeguards as shall be prescribed by the Secretary of the Interior in accordance with the laws, rules, and regulations governing accounting that may be found applicable to such payments.

SEC. 13. That it shall be the duty of the head of each executive department and the head of each independent establishment of the Government not within the jurisdiction of any executive department to report to the Civil Service Commission, in such manner as said commission may prescribe, the name and grade of each employee to whom this act applies in or under said department or establishment who shall be at any time in a nonpay status, showing the dates such employee was in a nonpay status, and the amount of salary, pay, or compensation lost by the employee by reason of such absence. The Civil Service Commission shall keep a record of appointments, transfers, changes in grade, separations from the service, reinstatements, loss of pay, and such other information concerning individual service as may be deemed essential to a proper determination of rights under this act, and shall furnish the Commissioner of Pensions such reports therefrom as he shall from time to time request as necessary to the proper adjustment of any claim hereunder, and shall prepare and keep all needful tables and records required for carrying out the provisions of this act, including data showing the mortality experience of the employees in the service and the percentage of withdrawal from such service, and any other information that may serve as a guide for future valuations and adjustments of the plan for the retirement of employees under this act.

The Commissioner of Pensions shall make a detailed comparative report annually showing all receipts and disbursements on account of refunds, allowances, and annuities, together with the total number of persons receiving annuities and the amounts paid them.

SEC. 14. That none of the moneys mentioned in this act shall be assignable, either in law or equity, or be subject to execution, levy, or attachment, garnishment, or other legal process.

SEC. 15. That there is hereby authorized to be appropriated, from any moneys in the Treasury not otherwise appropriated, the sum of \$100,000 for salaries and for clerical and other services, the purchase of books, office equipment, stationery, and other supplies, and all other expenses necessary in carrying out the provisions of this act, including traveling expenses and expenses of medical and other examinations as provided in section 5 hereof.

The Secretary of the Interior shall submit annually to the Secretary of the Treasury estimates of the appropriations necessary to continue this act in full force and effect.

SEC. 16. That the Commissioner of Pensions, with the approval of the Secretary of the Interior, is hereby authorized and directed to select three actuaries, one of whom shall be the Government actuary, to be known as the Board of Actuaries, whose duty it shall be to annually report upon the actual operations of this act, with authority to recommend to the Commissioner of Pensions such changes as in its judgment may be deemed necessary to protect the public interest and maintain the system upon a sound financial basis. It shall be the duty of the Commissioner of Pensions to submit with his annual report to Congress the recommendations of the Board of Actuaries. It shall be the duty of the Board of Actuaries to make a valuation of the "civil-service retirement and disability fund" at the end of the first year following the passage of this act and at intervals of every five years thereafter, or oftener, if deemed necessary by the Commissioner of Pensions. The compensation of the members of the Board of Actuaries, exclusive of the Government actuary, shall be fixed by the Commissioner of Pensions with the approval of the Secretary of the Interior.

SEC. 17. That all laws and parts of laws inconsistent with this act are hereby repealed. (Paragraphs 490, 526, 527, 529, 533, 534, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 547, 551, 552, 553, 562, 563, 564, 565, 566, 567.)

990. ACT MAY 31, 1920. 41 STAT. 728.

Exchange of used parts, etc., of vehicles authorized.

That hereafter the Secretary of Agriculture may exchange used parts, accessories, tires, or equipment of motor-propelled and horse-drawn vehicles in part payment for new parts, accessories, tires, or equipment of such vehicles authorized to be purchased by him to be used for the same purposes as those proposed to be exchanged. (Paragraphs 218, 249, 653.)

991. ACT JUNE 5, 1920. 41 STAT. 1037.

Publications, annual detailed report of, issued.

Hereafter the head of each department and independent establishment of the Government shall on the first day of each regular session submit in writing a report to the Congress giving the aggregate number of the various publications it has issued during the preceding fiscal year, giving same in detail, and shall also report the cost of paper used for such publications, cost of printing and the cost of preparation of each publication, and the number of each which has been distributed. (Paragraph 636.)

991.1. ACT JUNE 10, 1920, SEC. 2. 41 STAT. 1063.

Departments contributing personnel to work of Federal Power Commission.

The work of the commission shall be performed by and through the Departments of War, Interior, and Agriculture and their engineering, technical, clerical, and other personnel except as may be otherwise provided by law. (Paragraph 460.)

992. ACT MARCH 4, 1921. 41 STAT. 1442.

Market, Washington (Center), annual report to Congress.

The Secretary of Agriculture is hereby authorized, out of appropriations made by Congress from time to time for that purpose, to employ such persons and purchase such materials as may be essential to the operation or maintenance of said property and for the proper management and control thereof; and he shall render a detailed report to Congress at the beginning of each regular term thereof of all revenues derived

from and expenditures made on the said property.
(Paragraph 630.)

993. ACT JUNE 10, 1921. 42 STAT. 20.

To provide a national budget system and an independent audit of Government accounts, and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,

TITLE I.—DEFINITIONS

SECTION 1. This act may be cited as the "Budget and Accounting Act, 1921."

SEC. 2. When used in this act—

The terms "department and establishment" and "department or establishment" mean any executive department, independent commission, board, bureau, office, agency, or other establishment of the Government, including the municipal government of the District of Columbia, but do not include the Legislative Branch of the Government or the Supreme Court of the United States;

The term "the Budget" means the Budget required by section 201 to be transmitted to Congress;

The term "Bureau" means the Bureau of the Budget;

The term "Director" means the Director of the Bureau of the Budget; and

The term "Assistant Director" means the Assistant Director of the Bureau of the Budget.

TITLE II.—THE BUDGET

SEC. 201. The President shall transmit to Congress on the first day of each regular session, the Budget, which shall set forth in summary and in detail:

(a) Estimates of the expenditures and appropriations necessary in his judgment for the support of the Government for the ensuing fiscal year; except that the estimates for such year for the Legislative Branch of

the Government and the Supreme Court of the United States shall be transmitted to the President on or before October 15th of each year, and shall be included by him in the Budget without revision;

(b) His estimates of the receipts of the Government during the ensuing fiscal year, under (1) laws existing at the time the Budget is transmitted and also (2) under the revenue proposals, if any, contained in the Budget;

(c) The expenditures and receipts of the Government during the last completed fiscal year;

(d) Estimates of the expenditures and receipts of the Government during the fiscal year in progress;

(e) The amount of annual, permanent, or other appropriations, including balances of appropriations for prior fiscal years, available for expenditure during the fiscal year in progress, as of November 1 of such year;

(f) Balanced statements of (1) the condition of the Treasury at the end of the last completed fiscal year, (2) the estimated condition of the Treasury at the end of the fiscal year in progress, and (3) the estimated condition of the Treasury at the end of the ensuing fiscal year if the financial proposals contained in the Budget are adopted;

(g) All essential facts regarding the bonded and other indebtedness of the Government; and

(h) Such other financial statements and data as in his opinion are necessary or desirable in order to make known in all practicable detail the financial condition of the Government.

SEC. 202. (a) If the estimated receipts for the ensuing fiscal year contained in the Budget, on the basis of laws existing at the time the Budget is transmitted, plus the estimated amounts in the Treasury at the close of the fiscal year in progress, available for expenditure in the ensuing fiscal year, are less than the estimated expenditures for the ensuing fiscal year contained in the Bud-

get, the President in the Budget shall make recommendations to Congress for new taxes, loans, or other appropriate action to meet the estimated deficiency.

(b) If the aggregate of such estimated receipts and such estimated amounts in the Treasury is greater than such estimated expenditures for the ensuing fiscal year, he shall make such recommendations as in his opinion the public interests require.

SEC. 203. (a) The President from time to time may transmit to Congress supplemental or deficiency estimates for such appropriations or expenditures as in his judgment (1) are necessary on account of laws enacted after the transmission of the Budget, or (2) are otherwise in the public interest. He shall accompany such estimates with a statement of the reasons therefor, including the reasons for their omission from the Budget.

(b) Whenever such supplemental or deficiency estimates reach an aggregate which, if they had been contained in the Budget, would have required the President to make a recommendation under subdivision (a) of section 202, he shall thereupon make such recommendation.

SEC. 204. (a) Except as otherwise provided in this act, the contents, order, and arrangement of the estimates of appropriations and the statements of expenditures and estimated expenditures contained in the Budget or transmitted under section 203, and the notes and other data submitted therewith, shall conform to the requirements of existing law.

(b) Estimates for lump-sum appropriations contained in the Budget or transmitted under section 203 shall be accompanied by statement showing, in such detail and form as may be necessary to inform Congress, the manner of expenditure of such appropriations and of the corresponding appropriations for the fiscal year in progress and the last completed fiscal year. Such

statements shall be in lieu of statements of like character now required by law.

SEC. 205. The President, in addition to the Budget, shall transmit to Congress on the first Monday in December, 1921, for the service of the fiscal year ending June 30, 1923, only, an alternative budget, which shall be prepared in such form and amounts and according to such system of classification and itemization as is, in his opinion, most appropriate, with such explanatory notes and tables as may be necessary to show where the various items embraced in the Budget are contained in such alternative budget.

SEC. 206. No estimate or request for an appropriation and no request for an increase in an item of any such estimate or request, and no recommendation as to how the revenue needs of the Government should be met, shall be submitted to Congress or any committee thereof by any officer or employee of any department or establishment, unless at the request of either House of Congress.

SEC. 207. There is hereby created in the Treasury Department a Bureau to be known as the Bureau of the Budget. There shall be in the Bureau a Director and an Assistant Director, who shall be appointed by the President and receive salaries of \$10,000 and \$7,500 a year, respectively. The Assistant Director shall perform such duties as the Director may designate, and during the absence or incapacity of the Director or during a vacancy in the office of Director he shall act as Director. The Bureau, under such rules and regulations as the President may prescribe, shall prepare for him the Budget, the alternative Budget, and any supplemental or deficiency estimates, and to this end shall have authority to assemble, correlate, revise, reduce, or increase the estimates of the several departments or establishments.

SEC. 208. (a) The Director, under such rules and regulations as the President may prescribe, shall appoint and fix the compensation of attorneys and other employees and make expenditures for rent in the District of Columbia, printing, binding, telegrams, telephone service, law books, books of reference, periodicals, stationery, furniture, office equipment, other supplies, and necessary expenses of the office, within the appropriations made therefor.

(b) No person appointed by the Director shall be paid a salary at a rate in excess of \$6,000 a year, and not more than four persons so appointed shall be paid a salary at a rate in excess of \$5,000 a year.

(c) All employees in the Bureau whose compensation is at a rate of \$5,000 a year or less shall be appointed in accordance with the civil-service laws and regulations.

(d) The provisions of law prohibiting the transfer of employees of executive departments and independent establishments until after service of three years shall not apply during the fiscal years ending June 30, 1921, and June 30, 1922, to the transfer of employees to the Bureau.

(e) The Bureau shall not be construed to be a bureau or office created since January 1, 1916, so as to deprive employees therein of the additional compensation allowed civilian employees under the provisions of section 6 of the Legislative, Executive, and Judicial Appropriation Act for the fiscal years ending June 30, 1921, and June 30, 1922, if otherwise entitled thereto.

SEC. 209. The Bureau, when directed by the President, shall make a detailed study of the departments and establishments for the purpose of enabling the President to determine what changes (with a view of securing greater economy and efficiency in the conduct of the public service) should be made in (1) the existing organization, activities, and methods of business of

such departments or establishments, (2) the appropriations therefor, (3) the assignment of particular activities to particular services, or (4) the regrouping of services. The results of such study shall be embodied in a report or reports to the President, who may transmit to Congress such report or reports or any part thereof with his recommendations on the matters covered thereby.

SEC. 210. The Bureau shall prepare for the President a codification of all laws or parts of laws relating to the preparation and transmission to Congress of statements of receipts and expenditures of the Government and of estimates of appropriations. The President shall transmit the same to Congress on or before the first Monday in December, 1921, with a recommendation as to the changes which, in his opinion, should be made in such laws or parts of laws.

SEC. 211. The powers and duties relating to the compiling of estimates now conferred and imposed upon the Division of Bookkeeping and Warrants of the office of the Secretary of the Treasury are transferred to the Bureau.

SEC. 212. The Bureau shall, at the request of any committee of either House of Congress having jurisdiction over revenue or appropriations, furnish the committee such aid and information as it may request.

SEC. 213. Under such regulations as the President may prescribe, (1) every department and establishment shall furnish to the Bureau such information as the Bureau may from time to time require, and (2) the Director and the Assistant Director, or any employee of the Bureau when duly authorized, shall, for the purpose of securing such information, have access to, and the right to examine, any books, documents, papers, or records of any such department or establishment.

SEC. 214. (a) The head of each department and establishment shall designate an official thereof as budget

officer therefor, who, in each year under his direction and on or before a date fixed by him, shall prepare the departmental estimates.

(b) Such budget officer shall also prepare, under the direction of the head of the department or establishment, such supplemental and deficiency estimates as may be required for its work.

SEC. 215. The head of each department and establishment shall revise the departmental estimates and submit them to the Bureau on or before September 15 of each year. In case of his failure so to do, the President shall cause to be prepared such estimates and data as are necessary to enable him to include in the Budget estimates and statements in respect to the work of such department or establishment.

SEC. 216. The departmental estimates and any supplemental or deficiency estimates submitted to the Bureau by the head of any department or establishment shall be prepared and submitted in such form, manner, and detail as the President may prescribe.

SEC. 217. For expenses of the establishment and maintenance of the Bureau there is appropriated, out of any money in the Treasury not otherwise appropriated, the sum of \$225,000, to continue available during the fiscal year ending June 30, 1922.

TITLE III.—GENERAL ACCOUNTING OFFICE

SEC. 301. There is created an establishment of the Government to be known as the General Accounting Office, which shall be independent of the executive departments and under the control and direction of the Comptroller General of the United States. The offices of Comptroller of the Treasury and Assistant Comptroller of the Treasury are abolished, to take effect July 1, 1921. All other officers and employees of the office of the Comptroller of the Treasury shall become officers and employees in the General Account-

ing Office at their grades and salaries on July 1, 1921, and all books, records, documents, papers, furniture, office equipment, and other property of the office of the Comptroller of the Treasury shall become the property of the General Accounting Office. The Comptroller General is authorized to adopt a seal for the General Accounting Office.

SEC. 302. There shall be in the General Accounting Office a Comptroller General of the United States and an Assistant Comptroller General of the United States, who shall be appointed by the President with the advice and consent of the Senate, and shall receive salaries of \$10,000 and \$7,500 a year, respectively. The Assistant Comptroller General shall perform such duties as may be assigned to him by the Comptroller General, and during the absence or incapacity of the Comptroller General, or during a vacancy in that office, shall act as Comptroller General.

SEC. 303. Except as hereinafter provided in this section, the Comptroller General and the Assistant Comptroller General shall hold office for fifteen years. The Comptroller General shall not be eligible for reappointment. The Comptroller General or the Assistant Comptroller General may be removed at any time by joint resolution of Congress after notice and hearing, when, in the judgment of Congress, the Comptroller General or Assistant Comptroller General has become permanently incapacitated or has been inefficient, or guilty of neglect of duty, or of malfeasance in office, or of any felony or conduct involving moral turpitude, and for no other cause and in no other manner except by impeachment. Any Comptroller General or Assistant Comptroller General removed in the manner herein provided shall be ineligible for reappointment to that office. When a Comptroller General or Assistant Comptroller General attains the age of seventy years, he shall be retired from his office.

SEC. 304. All powers and duties now conferred or imposed by law upon the Comptroller of the Treasury or the six auditors of the Treasury Department, and the duties of the Division of Bookkeeping and Warrants of the Office of the Secretary of the Treasury relating to keeping the personal ledger accounts of disbursing and collecting officers, shall, so far as not inconsistent with this act, be vested in and imposed upon the General Accounting Office and be exercised without direction from any other officer. The balances certified by the Comptroller General shall be final and conclusive upon the executive branch of the Government. The revision by the Comptroller General of settlements made by the six auditors shall be discontinued, except as to settlements made before July 1, 1921.

The administrative examination of the accounts and vouchers of the Postal Service now imposed by law upon the Auditor for the Post Office Department shall be performed on and after July 1, 1921, by a bureau in the Post Office Department to be known as the Bureau of Accounts, which is hereby established for that purpose. The Bureau of Accounts shall be under the direction of a Comptroller, who shall be appointed by the President with the advice and consent of the Senate, and shall receive a salary of \$5,000 a year. The Comptroller shall perform the administrative duties now performed by the Auditor for the Post Office Department and such other duties in relation thereto as the Postmaster General may direct. The appropriation of \$5,000 for the salary of the Auditor for the Post Office Department for the fiscal year 1922 is transferred and made available for the salary of the Comptroller, Bureau of Accounts, Post Office Department. The officers and employees of the Office of the Auditor for the Post Office Department engaged in the administrative examination of accounts shall become officers and employees of the Bureau of Accounts at their grades and

salaries on July 1, 1921. The appropriations for salaries and for contingent and miscellaneous expenses and tabulating equipment for such office for the fiscal year 1922, and all books, records, documents, papers, furniture, office equipment, and other property shall be apportioned between, transferred to, and made available for the Bureau of Accounts and the General Accounting Office, respectively, on the basis of duties transferred.

SEC. 305. Section 236 of the Revised Statutes is amended to read as follows:

"SEC. 236. All claims and demands whatever by the Government of the United States or against it, and all accounts whatever in which the Government of the United States is concerned, either as debtor or creditor, shall be settled and adjusted in the General Accounting Office."

SEC. 306. All laws relating generally to the administration of the departments and establishments shall, so far as applicable, govern the General Accounting Office. Copies of any books, records, papers, or documents, and transcripts from the books and proceedings of the General Accounting Office, when certified by the Comptroller General or the Assistant Comptroller General under its seal, shall be admitted as evidence with the same effect as the copies and transcripts referred to in section 882 and 886 of the Revised Statutes.

SEC. 307. The Comptroller General may provide for the payment of accounts or claims adjusted and settled in the General Accounting Office, through disbursing officers of the several departments and establishments, instead of by warrant.

SEC. 308. The duties now appertaining to the Division of Public Moneys of the Office of the Secretary of the Treasury, so far as they relate to the covering of revenues and repayments into the Treasury, the issue of duplicate checks and warrants, and the certification

of outstanding liabilities for payment, shall be performed by the Division of Bookkeeping and Warrants of the Office of the Secretary of the Treasury.

SEC. 309. The Comptroller General shall prescribe the forms, systems, and procedure for administrative appropriation and fund accounting in the several departments and establishments, and for the administrative examination of fiscal officers' accounts and claims against the United States.

SEC. 310. The offices of the six auditors shall be abolished, to take effect July 1, 1921. All other officers and employees of these offices except as otherwise provided herein shall become officers and employees of the General Accounting Office at their grades and salaries on July 1, 1921. All books, records, documents, papers, furniture, office equipment, and other property of these offices, and of the Division of Bookkeeping and Warrants, so far as they relate to the work of such division transferred by section 304, shall become the property of the General Accounting Office. The General Accounting Office shall occupy temporarily the rooms now occupied by the office of the Comptroller of the Treasury and the six auditors.

SEC. 311. (a) The Comptroller General shall appoint, remove, and fix the compensation of such attorneys and other employees in the General Accounting Office as may from time to time be provided for by law.

(b) All such appointments, except to positions carrying a salary at a rate of more than \$5,000 a year, shall be made in accordance with the civil-service laws and regulations.

(c) No person appointed by the Comptroller General shall be paid a salary at a rate of more than \$6,000 a year, and not more than four persons shall be paid a salary at a rate of more than \$5,000 a year.

(d) All officers and employees of the General Accounting Office, whether transferred thereto or appointed by the Comptroller General, shall perform such duties as may be assigned to them by him.

(e) All official acts performed by such officers or employees specially designated therefor by the Comptroller General shall have the same force and effect as though performed by the Comptroller General in person.

(f) The Comptroller General shall make such rules and regulations as may be necessary for carrying on the work of the General Accounting Office, including rules and regulations concerning the admission of attorneys to practice before such office.

SEC. 312. (a) The Comptroller General shall investigate, at the seat of government or elsewhere, all matters relating to the receipt, disbursement, and application of public funds, and shall make to the President when requested by him, and to Congress at the beginning of each regular session, a report in writing of the work of the General Accounting Office, containing recommendations concerning the legislation he may deem necessary to facilitate the prompt and accurate rendition and settlement of accounts and concerning such other matters relating to the receipt, disbursement, and application of public funds as he may think advisable. In such regular report, or in special reports at any time when Congress is in session, he shall make recommendations looking to greater economy or efficiency in public expenditures.

(b) He shall make such investigations and reports as shall be ordered by either House of Congress or by any committee of either House having jurisdiction over revenue, appropriations, or expenditures. The Comptroller General shall also, at the request of any such committee, direct assistants from his office to furnish the committee such aid and information as it may request.

(c) The Comptroller General shall specially report to Congress every expenditure or contract made by any department or establishment in any year in violation of law.

(d) He shall submit to Congress reports upon the adequacy and effectiveness of the administrative examination of accounts and claims in the respective departments and establishments and upon the adequacy and effectiveness of department inspection of the offices and accounts of fiscal officers.

(e) He shall furnish such information relating to expenditures and accounting to the Bureau of the Budget as it may request from time to time.

SEC. 313. All departments and establishments shall furnish to the Comptroller General such information regarding the powers, duties, activities, organization, financial transactions, and methods of business of their respective offices as he may from time to time require of them; and the Comptroller General, or any of his assistants or employees, when duly authorized by him, shall, for the purpose of securing such information, have access to and the right to examine any books, documents, papers, or records of any such department or establishment. The authority contained in this section shall not be applicable to expenditures made under the provisions of section 291 of the Revised Statutes.

SEC. 314. The Civil Service Commission shall establish an eligible register for accountants for the General Accounting Office, and the examinations of applicants for entrance upon such register shall be based upon questions approved by the Comptroller General.

SEC. 315. (a) All appropriations for the fiscal year ending June 30, 1922, for the offices of the Comptroller of the Treasury and the six auditors, are transferred to and made available for the General Accounting Office, except as otherwise provided herein.

(b) During such fiscal year the Comptroller General within the limit of the total appropriations available for the General Accounting Office, may make such changes in the number and compensation of officers and employees appointed by him or transferred to the General Accounting Office under this act as may be necessary.

(c) There shall also be transferred to the General Accounting Office such portions of the appropriations for rent and contingent and miscellaneous expenses, including allotments for printing and binding, made for the Treasury Department for the fiscal year ending June 30, 1922, as are equal to the amounts expended from similar appropriations during the fiscal year ending June 30, 1921, by the Treasury Department for the offices of the Comptroller of the Treasury and the six auditors.

(d) During the fiscal year ending June 30, 1922, the appropriations and portions of appropriations referred to in this section shall be available for salaries and expenses of the General Accounting Office, including payment for rent in the District of Columbia, traveling expenses, the purchase and exchange of law books, books of reference, and for all necessary miscellaneous and contingent expenses.

SEC. 316. The General Accounting Office and the Bureau of Accounts shall not be construed to be a bureau or office created since January 1, 1916, so as to deprive employees therein of the additional compensation allowed civilian employees under the provisions of section 6 of the Legislative, Executive, and Judicial Appropriation act for the fiscal year ending June 30, 1922, if otherwise entitled thereto.

SEC. 317. The provisions of law prohibiting the transfer of employees of executive departments and independent establishments until after service of three years shall not apply during the fiscal year ending

June 30, 1922, to the transfer of employees to the General Accounting Office.

SEC. 318. This act shall take effect upon its approval by the President: *Provided*, That sections 301 to 317 inclusive, relating to the General Accounting Office and the Bureau of Accounts, shall take effect July 1, 1921. (Paragraphs 627, 628, 648, 652.)

994. ACT NOVEMBER 9, 1921. 42 STAT. 216.

Federal highway act, annual detailed report to Congress.

That on or before the first Monday in December of each year the Secretary of Agriculture shall make a report to Congress, which shall include a detailed statement of the work done, the status of each project undertaken, the allocation of appropriations, an itemized statement of the expenditures and receipts during the preceding fiscal year under this act (Federal highway act), an itemized statement of the traveling and other expenses, including a list of employees, their duties, salaries and traveling expenses, if any, and his recommendations, if any, for new legislation amending or supplementing this act. The Secretary of Agriculture shall also make such special reports as Congress may request. (Paragraph 640.)

995. ACT NOVEMBER 9, 1921. 42 STAT. 218.

National forests.

Appropriations for roads and trails in, for 1922 and 1923.

Out of the moneys in the Treasury not otherwise appropriated, there is hereby appropriated for the survey, construction, reconstruction, and maintenance of forest roads and trails, the sum of \$5,000,000 for the fiscal year ending June 30, 1922, available immediately and until expended, and \$10,000,000 for the fiscal year ending June 30, 1923, available until expended.

(a) Fifty per centum, but not to exceed \$3,000,000 for any one fiscal year, of the appropriation made or that may hereafter be made for expenditure under the provisions of this section shall be expended under the direct supervision of the Secretary of Agriculture in the survey, construction, reconstruction, and maintenance of roads and trails of primary importance for the protection, administration, and utilization of the national forests, or when necessary, for the use and development of resources upon which communities within or adjacent to the national forests are dependent, and shall be apportioned among the several States, Alaska, and Porto Rico by the Secretary of Agriculture, according to the relative needs of the various national forests, taking into consideration the existing transportation facilities, value of timber, or other resources served, relative fire danger, and comparative difficulties of road and trail construction.

The balance of such appropriations shall be expended by the Secretary of Agriculture in the survey, construction, reconstruction, and maintenance of forest roads of primary importance to the State, counties, or communities within, adjoining, or adjacent to the national forests, and shall be prorated and apportioned by the Secretary of Agriculture for expenditures in the several States, Alaska, and Porto Rico, according to the area and value of the land owned by the Government within the national forests therein as determined by the Secretary of Agriculture from such information, investigation, sources, and departments as the Secretary of Agriculture may deem most accurate.

(b) Cooperation of Territories, States, and civil subdivisions thereof may be accepted but shall not be required by the Secretary of Agriculture.

(c) The Secretary of Agriculture may enter into contracts with any Territory, State, or civil subdivision thereof for the construction, reconstruction,

or maintenance of any forest road or trail or part thereof.

(d) Construction work on forest roads or trails estimated to cost \$5,000 or more per mile, exclusive of bridges, shall be advertised and let to contract.

If such estimated cost is less than \$5,000 per mile, or if, after proper advertising, no acceptable bid is received, or the bids are deemed excessive, the work may be done by the Secretary of Agriculture on his own account; and for such purpose the Secretary of Agriculture may purchase, lease, hire, rent, or otherwise obtain all necessary supplies, materials, tools, equipment, and facilities required to perform the work.

The appropriation made in this section or that may hereafter be made for expenditure under the provisions of this section may be expended for the purpose herein authorized and for the payment of wages, salaries, and other expenses for help employed in connection with such work. (Paragraphs 12, 73.)

996. ACT FEBRUARY 14, 1922. 42 STAT. 364.

To amend an act entitled "An act for the retirement of employees in the classified civil service, and for other purposes," approved May 22, 1920.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That section 11 of the act entitled "An act for the retirement of employees in the classified civil service, and for other purposes," approved May 22, 1920, is hereby amended by adding at the end thereof three new paragraphs to read as follows:

"Each executive department and each independent establishment of the Government not within the jurisdiction of any executive department, shall establish and maintain such record as will enable it to determine the amount deducted within each fiscal year from the basic salary, pay, or compensation of each employee within its jurisdiction to whom this act applies. When

such employee is transferred from one office to another a certified abstract of his official record shall be transmitted to the office to which the transfer is made.

"When application is made to the Commissioner of Pensions for return of deductions and accrued interest, as provided in this section, such application shall be accompanied by a certificate from the proper officer showing the complete record of deductions, by fiscal years, and other data necessary to the proper adjustment of the claim.

"The Commissioner of Pensions, with the approval of the Secretary of the Interior, shall establish rules and regulations for crediting and reporting deductions and for computing interest hereunder."

SEC. 2. That section 13 of such act of May 22, 1920, is amended to read as follows:

"SEC. 13. That it shall be the duty of the head of each executive department and the head of each independent establishment of the Government not within the jurisdiction of any executive department to report to the Civil Service Commission, in such manner as said commission may prescribe, the name and grade of each employee to whom this act applies in or under said department or establishment who shall be at any time in a nonpay status, showing the dates such employee was in a nonpay status, and the amount of salary, pay, or compensation lost by the employee by reason of such absence. The Civil Service Commission shall keep a record of appointments, transfers, changes in grade, separations from the service, reinstatements, loss of pay, and such other information concerning individual service as may be deemed essential to a proper determination of rights under this act, and shall furnish the Commissioner of Pensions such reports therefrom as he shall from time to time request as necessary to the proper adjustment of any claim for annuity hereunder, and shall prepare and keep all needful

tables and records required for carrying out the provisions of this act, including data showing the mortality experience of the employees in the service and the percentage of withdrawal from such service, and any other information that may serve as a guide for future valuations and adjustments of the plan for the retirement of employees under this act.

"The Commissioner of Pensions shall make a detailed comparative report annually showing all receipts and disbursements on account of refunds, allowances, and annuities, together with the total number of persons receiving annuities and the amounts paid them." (Paragraphs 490, 526, 527, 565.)

997. ACT MARCH 27, 1922. 42 STAT. 470.

Construing the expression "all employees in the classified civil service of the United States," as used in section 1 of the act of May 22, 1920, entitled "An act for the retirement of employees in the classified civil service, and for other purposes."

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That in the administration of the civil service retirement act approved May 22, 1920, the expression "all employees in the classified civil service of the United States," as used in section 1 thereof shall be construed to include all persons who have been heretofore or who may hereafter be given a competitive status in the classified civil service, with or without competitive examination, by legislative enactment, or under the civil service rules promulgated by the President, or by Executive orders covering groups of employees with their positions into the competitive classified service or authorizing the appointment of individuals to positions within such service.

The expression "classified civil service" as the same occurs in other Acts of Congress shall receive a like construction to that herein given. (Paragraphs 490, 526, 527, 529, 565.)

998. ACT MAY 11, 1922. 42 STAT. 508.**Mechanical shops, reimbursement by bureaus for work done.**

That, hereafter the Secretary of Agriculture may, by transfer settlement through the General Accounting Office, reimburse any appropriation made for the salaries and compensation of employees in the mechanical shops of the department from the appropriation made for the bureau, office, or division for which any work in said shops is performed, and such reimbursement shall be at the actual cost of labor for such work. (Paragraph 714.)

999. ACT JUNE 17, 1922. 42 STAT. 651.**To amend an act entitled "An act for the retirement of employees in the classified civil service, and for other purposes," approved May 22, 1920.**

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That section 2 of the Act entitled "An act for the retirement of employees in the classified civil service, and for other purposes," approved May 22, 1920, is hereby amended by inserting after the seventh paragraph the following:

"Class G shall include charwomen, laborers, and other employees whether classified or unclassified, who are employed on a regular annual basis and whose basic salary, pay, or compensation is at a rate less than \$600 per annum. The annuity to any retired employee shall be determined according to the method prescribed in the foregoing schedules, except that no annuity shall hereafter be granted to exceed the per centum nor the maximum provided for the respective periods of service. It is provided that this class of employees shall otherwise be subject to the provisions of the act of May 22, 1920." (Paragraphs 490, 526, 527, 531, 533, 565.)

1000. ACT SEPTEMBER 22, 1922. 42 STAT. 1047.

To amend an act entitled "An act for the retirement of employees in the classified civil service, and for other purposes," approved May 22, 1920.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the act entitled "An act for the retirement of employees in the classified civil service, and for other purposes," approved May 22, 1920, is hereby amended as follows:

That any employee fifty-five years of age or over to whom the act of May 22, 1920, applies, who shall have served for a total period of not less than fifteen years and who, before reaching the retirement age as fixed in section 1 of said act, shall become involuntarily separated from the service, unless removed for cause on charges of misconduct or delinquency preferred against him, shall be granted an annuity certificate in the manner provided in section 7 of said act which will entitle said employee, upon reaching retirement age, to an annuity as provided in section 2 thereof equal to the annuity he would have received upon such separation from the service had he been of full retirement age: *Provided*, That the deductions made under the provisions of section 8 of said act of May 22, 1920, from such employee's salary, pay, or compensation prior to separation from the service shall remain in the "civil service retirement and disability fund" subject to the provisions of section 11 of said act governing the return of deductions in the case of a deceased annuitant or employee.

SEC. 2. That any employee coming within the provisions of section 1 of this act shall have the right to apply for an immediate annuity in lieu of deferred annuity at the age of retirement; and if otherwise

entitled, such immediate annuity shall be granted under the following conditions:

If the employee is eligible for retirement upon reaching the age of seventy years, his immediate annuity is to be found by multiplying the annuity which he would receive were he then seventy years of age by the decimal 0.951945 raised to a power the exponent of which is the number of years his age at such separation from the service is less than seventy years.

For mechanics, city and rural letter carriers, and post-office clerks, who are eligible for retirement at sixty-five years of age, the immediate annuity is found by deducting 47/900 of the annuity he would receive were he then sixty-five years of age for each year his age at such separation is less than sixty-five years.

For railway postal clerks, who are eligible for retirement at sixty-two years of age, the immediate annuity is to be found by deducting 47/630 of the annuity he would receive were he then sixty-two years of age for each year his age at separation is less than sixty-two years.

For the purpose of computing annuities as provided in this section fractional parts of a year in respect to the age of the applicant shall be disregarded.

SEC. 3. That in case such former employee be re-employed by the Government in a position affected by the provisions of the act of May 22, 1920, the annuity certificate issued under the provisions of this act shall be canceled and all rights and benefits under this act shall terminate from and after the date of such re-employment.

SEC. 4. That this act shall include former employees coming within the provisions of the act of May 22, 1920, who have been separated from the service subsequent to August 20, 1920, under the conditions defined in section 1 hereof: *Provided*, That in the case of an employee who has withdrawn from the "civil

service retirement and disability fund" his deductions under the provisions of section 11 of the act of May 22, 1920, such employee shall be required to return the amount so withdrawn with interest compounded at the rate of 4 per centum per annum before he shall be entitled to the benefits of this act.

SEC. 5. That any employee otherwise entitled to the benefits of the act of May 22, 1920, who, prior to the passage of this act, has been continued in the service without the approval of the Civil Service Commission as provided in section 6 thereof, or who has been reemployed in the civil service subsequent to retirement, shall be entitled to credit for such subsequent service and to receive salary, pay, or compensation therefor at the regular rates, but shall not be entitled to annuity covering the same time; and this act shall operate as a direction to the Commissioner of Pensions to remove suspension of annuity in all such cases, and shall be warrant for the proper fiscal officer of the Government to make payment or adjustment of salary, pay, or compensation earned by such employee.

SEC. 6. That nothing contained in this act shall modify the provisions of section 5 of the act of May 22, 1920.

(Paragraphs 490, 526, 527, 534, 535, 537, 565.)

1000.1. ACT DECEMBER 28, 1922. 42 STAT. 1066.

To provide a method for the settlement of claims arising against the Government of the United States in sums not exceeding \$1,000 in any case.

That when used in this act the terms "department and establishment" and "department or establishment" mean any executive department or other independent establishment of the Government; the word "employee" shall include enlisted men of the Army, Navy, and Marine Corps.

SEC. 2. That authority is hereby conferred upon the head of each department and establishment acting on

behalf of the Government of the United States to consider, ascertain, adjust, and determine any claim accruing after April 6, 1917, on account of damages to or loss of privately owned property where the amount of the claim does not exceed \$1,000, caused by the negligence of any officer or employee of the Government acting within the scope of his employment. Such amount as may be found to be due to any claimant shall be certified to Congress as a legal claim for payment out of appropriations that may be made by Congress therefor, together with a brief statement of the character of each claim, the amount claimed, and the amount allowed: *Provided*, That no claim shall be considered by a department or other independent establishment unless presented to it within one year from the date of the accrual of said claim.

SEC. 3. That acceptance by any claimant of the amount determined under the provisions of this act shall be deemed to be in full settlement of such claim against the Government of the United States.

SEC. 4. That any and all acts in conflict with the provisions of this act are hereby repealed. (Paragraph 59.1.)

1001. ACT FEBRUARY 13, 1923. 42 STAT. 1229.

Details to Civil Service Commission.

Except for one person detailed for part-time duty in the district office at New York City, no details from any executive department or independent establishment in the District of Columbia or elsewhere to the commission's central office in Washington or to any of its district offices shall be made during the fiscal year ending June 30, 1924; but this shall not affect the making of details for service as members of boards of examiners outside the immediate officers of the district secretaries. * * * (Paragraph 460.)

1002. ACT FEBRUARY 26, 1923. 42 STAT. 1293.

Agricultural exhibits at State, etc., fairs.

To enable the Secretary of Agriculture to make suitable agricultural exhibits at State, interstate, and international fairs held within the United States; for the purchase of necessary supplies and equipment; for telephone and telegraph service, freight and express charges; for travel, and for every other expense necessary, including the employment of assistance in or outside the city of Washington * * *.

This is a provision in the agricultural appropriation act for the year 1924. Similar provisions occurred in previous acts. (Paragraphs 228, 664.)

1003. ACT MARCH 4, 1923. 42 STAT. 1488.

Classification of civilian positions within the District of Columbia and in the field services.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That this act may be cited as "The Classification Act of 1923."

SEC. 2. That the term "compensation schedules" means the schedules of positions, grades, and salaries, as contained in section 13 of this act.

The term "department" means an executive department of the United States Government, a governmental establishment in the executive branch of the United States Government which is not a part of an executive department, the municipal government of the District of Columbia, the Botanic Garden, Library of Congress, Library Building and Grounds, Government Printing Office, and the Smithsonian Institution.

The term "the head of the department" means the officer or group of officers in the department who are not subordinate or responsible to any other officer of the department.

The term "board" means the Personnel Classification Board established by section 3 hereof.

The term "position" means a specific civilian office or employment, whether occupied or vacant, in a department other than the following: Offices or employments in the Postal Service; teachers, librarians, school attendance officers, and employees of the community center department under the Board of Education of the District of Columbia; officers and members of the Metropolitan police, the fire department of the District of Columbia, and the United States park police; and the commissioned personnel of the Coast Guard, the Public Health Service, and the Coast and Geodetic Survey.

The term "employee" means any person temporarily or permanently in a position.

The term "service" means the broadest division of related offices and employments.

The term "grade" means a subdivision of a service, including one or more positions for which approximately the same basic qualifications and compensation are prescribed, the distinction between grades being based upon differences in the importance, difficulty, responsibility, and value of the work.

The term "class" means a group of positions to be established under this act sufficiently similar in respect to the duties and responsibilities thereof that the same requirements as to education, experience, knowledge, and ability are demanded of incumbents, the same tests of fitness are used to choose qualified appointees, and the same schedule of compensation is made to apply with equity.

The term "compensation" means any salary, wage, fee, allowance, or other emolument paid to an employee for service in a position.

SEC. 3. That there is hereby established an ex officio board, to be known as the Personnel Classification Board, to consist of the Director of the Bureau of the Budget or an alternate from that Bureau designated

by the Director, a member of the Civil Service Commission or an alternate from that commission designated by the commission, and the Chief of the United States Bureau of Efficiency or an alternate from that bureau designated by the chief of the bureau. The Director of the Bureau of the Budget or his alternate shall be chairman of the board.

Subject to the approval of the President, the heads of the departments shall detail to the board, at its request, for temporary service under its direction, officers or employees possessed of special knowledge, ability, or experience required in the classification and allocation of positions. The Civil Service Commission, the Bureau of the Budget, and the Bureau of Efficiency shall render the board such cooperation and assistance as the board may require for the performance of its duties under this act.

The board shall make all necessary rules and regulations not inconsistent with the provisions of this act and provide such subdivisions of the grades contained in section 13 hereof and such titles and definitions as it may deem necessary according to the kind and difficulty of the work. Its regulations shall provide for ascertaining and recording the duties of positions and the qualifications required of incumbents, and it shall prepare and publish an adequate statement giving (1) the duties and responsibilities involved in the classes to be established within the several grades, illustrated where necessary by examples of typical tasks, (2) the minimum qualifications required for the satisfactory performance of such duties and tasks, and (3) the titles given to said classes. In performing the foregoing duties, the board shall follow as nearly as practicable the classification made pursuant to the Executive order of October 24, 1921. The board may from time to time designate additional classes within the

several grades and may combine, divide, alter, or abolish existing classes. Department heads shall promptly report the duties and responsibilities of new positions to the board. The board shall make necessary adjustments in compensation for positions carrying maintenance and for positions requiring only part-time service.

SEC. 4. That after consultation with the board, and in accordance with a uniform procedure prescribed by it, the head of each department shall allocate all positions in his department in the District of Columbia to their appropriate grades in the compensation schedules and shall fix the rate of compensation of each employee thereunder, in accordance with the rules prescribed in section 6 herein. Such allocation shall be reviewed and may be revised by the board and shall become final upon their approval by said board. Whenever an existing position or a position hereafter created by law shall not fairly and reasonably be allocable to one of the grades of the several services described in the compensation schedules, the board shall adopt for such position the range of compensation prescribed for a grade, or a class thereof, comparable therewith as to qualifications and duties.

In determining the rate of compensation which an employee shall receive, the principal of equal compensation for equal work irrespective of sex shall be followed.

SEC. 5. That the compensation schedules shall apply only to civilian employees in the departments within the District of Columbia and shall not apply to employees in positions the duties of which are to perform or assist in apprentice, helper, or journeyman work in a recognized trade or craft and skilled and semiskilled laborers, except such as are under the direction and control of the custodian of a public building or perform work which is subordinate, incidental, or prepar-

atory to work of a professional, scientific, or technical character. The board shall make a survey of the field services and shall report to Congress at its first regular session following the passage of this act schedules of positions, grades, and salaries for such services, which shall follow the principles and rules of the compensation schedules herein contained in so far as these are applicable to the field services. This report shall include a list prepared by the head of each department, after consultation with the board and in accordance with a uniform procedure prescribed by it, allocating all field positions in his department to their approximate grades in said schedules and fixing the proposed rate of compensation of each employee thereunder in accordance with the rules prescribed in section 6 herein.

SEC. 6. That in determining the compensation to be established initially for the several employees the following rules shall govern:

1. In computing the existing compensation of an employee, any bonus which the employee receives shall be included.
2. If the employee is receiving compensation less than the minimum rate of the grade or class thereof in which his duties fall, the compensation shall be increased to that minimum rate.
3. If the employee is receiving compensation within the range of salary prescribed for the appropriate grade at one of the rates fixed therein, no change shall be made in the existing compensation.
4. If the employee is receiving compensation within the range of salary prescribed for the appropriate grade, but not at one of the rates fixed therein, the compensation shall be increased to the next higher rate.
5. If the employee is not a veteran of the Civil War, or a widow of such veteran, and is receiving compensa-

tion in excess of the range of salary prescribed for the appropriate grade, the compensation shall be reduced to the rate within the grade nearest the present compensation.

6. All new appointments shall be made at the minimum rate of the appropriate grade or class thereof.

SEC. 7. Increases in compensation shall be allowed upon the attainment and maintenance of the appropriate efficiency ratings, to the next higher rate within the salary range of the grade: *Provided, however,* That in no case shall the compensation of any employee be increased unless Congress has appropriated money from which the increase may lawfully be paid, nor shall the rate for any employee be increased beyond the maximum rate for the grade to which his position is allocated. Nothing herein contained shall be construed to prevent the promotion of an employee from one class to a vacant position in a higher class at any time in accordance with civil service rules, and when so promoted the employee shall receive compensation according to the schedule established for the class to which he is promoted.

SEC. 8. That nothing in this act shall modify or repeal any existing preference in appointment or reduction in the service of honorably discharged soldiers, sailors, or marines under any existing law or any Executive order now in force.

SEC. 9. That the board shall review and may revise uniform systems of efficiency rating established or to be established for the various grades or classes thereof, which shall set forth the degree of efficiency which shall constitute ground for (a) increase in the rate of compensation for employees who have not attained the maximum rate of the class to which their positions are allocated, (b) continuance at the existing rate of compensation without increase or decrease, (c) decrease in the rate of compensation for employees who

at the time are above the minimum rate for the class to which their positions are allocated, and (d) dismissal.

The head of each department shall rate in accordance with such systems the efficiency of each employee under his control or direction. The current ratings for each grade or class thereof shall be open to inspection by the representatives of the board and by the employees of the department under conditions to be determined by the board after consultation with the department heads.

Reductions in compensation and dismissals for inefficiency shall be made by heads of departments in all cases whenever the efficiency ratings warrant, as provided herein, subject to the approval of the board.

The board may require that one copy of such current ratings shall be transmitted to and kept on file with the board.

SEC. 10. That, subject to such rules and regulations as the President may from time to time prescribe, and regardless of the department or independent establishment in which the position is located, an employee may be transferred from a position in one grade to a vacant position within the same grade at the same rate of compensation, or promoted to a vacant position in a higher grade at a higher rate of compensation, in accordance with civil service rules, any provision of existing statutes to the contrary notwithstanding: *Provided*, That nothing herein shall be construed to authorize or permit the transfer of an employee of the United States to a position under the municipal government of the District of Columbia, or an employee of the municipal government of the District of Columbia to a position under the United States.

SEC. 11. That nothing contained in this act shall be construed to make permanent any temporary appointments under existing law.

SEC. 12. That it shall be the duty of the board to make a study of the rates of compensation provided in this act for the various services and grades with a view to any readjustment deemed by said board to be just and reasonable. Said board shall, after such study and at such subsequent times as it may deem necessary, report its conclusions to Congress with any recommendations it may deem advisable.

SEC. 13. That the compensation schedules be as follows:

PROFESSIONAL AND SCIENTIFIC SERVICE

The professional and scientific service shall include all classes of positions the duties of which are to perform routine, advisory, administrative, or research work which is based upon the established principles of a profession or science, and which requires professional, scientific, or technical training equivalent to that represented by graduation from a college or university of recognized standing.

Grade one, in this service, which may be referred to as the junior professional grade, shall include all classes of positions the duties of which are to perform, under immediate supervision, simple and elementary work requiring professional, scientific, or technical training as herein specified, but little or no experience.

The annual rates of compensation for positions in this grade shall be \$1,860, \$1,920, \$2,000, \$2,100, \$2,200, \$2,300, and \$2,400.

Grade two, in this service, which may be referred to as the assistant professional grade, shall include all classes of positions the duties of which are to perform, under immediate or general supervision, individually or with a small number of subordinates, work requiring professional, scientific, or technical training as herein specified, previous experience, and, to a limited extent, the exercise of independent judgment.

The annual rates of compensation for positions in this grade shall be \$2,400, \$2,500, \$2,600, \$2,700, \$2,800, \$2,900, and \$3,000.

Grade three, in this service, which may be referred to as the associate professional grade, shall include all classes of positions the duties of which are to perform, individually or with a small number of trained assistants, under general supervision but with considerable latitude for the exercise of independent judgment, responsible work requiring extended professional, scientific, or technical training and considerable previous experience.

The annual rates of compensation for positions in this grade shall be \$3,000, \$3,100, \$3,200, \$3,300, \$3,400, \$3,500, and \$3,600.

Grade four, in this service, which may be referred to as the full professional grade, shall include all classes of positions the duties of which are to perform, under general administrative supervision, important specialized work requiring extended professional, scientific, or technical training and experience, the exercise of independent judgment, and the assumption of responsibility for results, or for the administration of a small scientific or technical organization.

The annual rates of compensation for positions in this grade shall be \$3,800, \$4,000, \$4,200, \$4,400, \$4,600, \$4,800, and \$5,000, unless a higher rate is specifically authorized by law.

Grade five in this service, which may be referred to as the senior professional grade, shall include all classes of positions the duties of which are to act as assistant head of a large professional or scientific organization, or to act as administrative head of a major subdivision of such an organization, or to act as head of a small professional or scientific organization, or to serve as consulting specialist, or independently to plan, organize, and conduct investigations in original research or

development work in a professional, scientific, or technical field.

The annual rates of compensation for positions in this grade shall be \$5,200, \$5,400, \$5,600, \$5,800, and \$6,000, unless a higher rate is specifically authorized by law.

Grade six in this service, which may be referred to as the chief professional grade, shall include all classes of positions the duties of which are to act as the scientific and administrative head of a major professional or scientific bureau, or as professional consultant to a department head or a commission or board dealing with professional, scientific, or technical problems.

The annual rates of compensation for positions in this grade shall be \$6,000, \$6,500, \$7,000, and \$7,500, unless a higher rate is specifically authorized by law.

Grade seven in this service, which may be referred to as the special professional grade, shall include all classes of positions the duties and requirements of which are more responsible and exacting than those described in grade six.

The annual rate of compensation for positions in this grade shall be \$7,500, unless a higher rate is specifically authorized by law.

SUBPROFESSIONAL SERVICE

The subprofessional service shall include all classes of positions the duties of which are to perform work which is incident, subordinate, or preparatory to the work required of employees holding positions in the professional and scientific service, and which requires or involves professional, scientific, or technical training of any degree inferior to that represented by graduation from a college or university of recognized standing.

Grade one in this service, which may be referred to as the minor subprofessional grade, shall include all classes of positions the duties of which are to perform,

under immediate supervision, the simplest routine work in a professional, scientific, or technical organization.

The annual rates of compensation for positions in this grade shall be \$900, \$960, \$1,020, \$1,080, \$1,140, \$1,200, and \$1,260.

Grade two, in this service, which may be referred to as the under-subprofessional grade, shall include all classes of positions the duties of which are to perform, under immediate supervision, assigned subordinate work of a professional, scientific, or technical character, requiring limited training or experience but not the exercise of independent judgment.

The annual rates of compensation for positions in this grade shall be \$1,140, \$1,200, \$1,260, \$1,320, \$1,380, \$1,440, and \$1,500.

Grade three, in this service, which may be referred to as the junior subprofessional grade, shall include all classes of positions the duties of which are to perform, under immediate supervision, subordinate work of a professional, scientific, or technical character, requiring considerable training or experience, but not the exercise of independent judgment.

The annual rates of compensation for positions in this grade shall be \$1,320, \$1,380, \$1,440, \$1,500, \$1,560, \$1,620, and \$1,680.

Grade four in this service, which may be referred to as the assistant subprofessional grade, shall include all classes of positions the duties of which are to perform, under immediate supervision, subordinate work of a professional, scientific, or technical character requiring considerable training or experience, and, to a limited extent, the exercise of independent judgment.

The annual rates of compensation for positions in this grade shall be \$1,500, \$1,560, \$1,620, \$1,680, \$1,740, \$1,800, and \$1,860.

Grade five in this service, which may be referred to as the main subprofessional grade, shall include all classes of positions the duties of which are to perform, under immediate or general supervision, subordinate work of a professional, scientific, or technical character requiring a thorough knowledge of a limited field of professional, scientific, or technical work, and the exercise of independent judgment, or to supervise the work of a small number of employees performing duties of an inferior grade in the subprofessional service.

The annual rates of compensation for positions in this grade shall be \$1,680, \$1,740, \$1,800, \$1,860, \$1,920, \$1,980, and \$2,040.

Grade six in this service, which may be referred to as the senior subprofessional grade, shall include all classes of positions the duties of which are to perform, under immediate or general supervision, subordinate but difficult and responsible work of a professional, scientific, or technical character, requiring a thorough knowledge of a limited field of professional, scientific, or technical work, and the exercise of independent judgment, or to supervise the work of a small number of employees holding positions in grade five of this service.

The annual rates of compensation for positions in this grade shall be \$1,860, \$1,920, \$2,000, \$2,100, \$2,200, \$2,300, and \$2,400.

Grade seven in this service, which may be referred to as the principal subprofessional grade, shall include all classes of positions the duties of which are to perform under general supervision, subordinate but responsible work of a professional, scientific, or technical character requiring a working knowledge of the principles of the profession, art, or science involved, and the exercise of independent judgment, or to supervise the work of a small number of employees holding positions in grade six of this service.

The annual rates of compensation for positions in this grade shall be \$2,100, \$2,200, \$2,300, \$2,400, \$2,500, \$2,600, and \$2,700.

Grade eight in this service, which may be referred to as the chief subprofessional grade, shall include all classes of positions the duties of which are to perform, under general supervision, subordinate but difficult and responsible work of a professional, scientific, or technical character, requiring a thorough working knowledge of the principles of the profession, art, or science involved, and the exercise of independent judgment, or to supervise the work of a small number of employees holding positions in grade seven of this service.

The annual rates of compensation for positions in this grade shall be \$2,400, \$2,500, \$2,600, \$2,700, \$2,800, \$2,900, and \$3,000.

CLERICAL, ADMINISTRATIVE, AND FISCAL SERVICE

The clerical, administrative, and fiscal service shall include all classes of positions the duties of which are to perform clerical, administrative, or accounting work, or any other work commonly associated with office, business, or fiscal administration.

Grade one in this service, which may be referred to as the under clerical grade, shall include all classes of positions the duties of which are to perform, under immediate supervision, the simplest routine office work.

The annual rates of compensation for positions in this grade shall be \$1,140, \$1,200, \$1,260, \$1,320 \$1,380, \$1,440, and \$1,500.

Grade two, in the service, which may be referred to as the junior clerical grade, shall include all classes of positions the duties of which are to perform, under immediate supervision, assigned office work requiring training or experience but not the exercise of independent judgment.

The annual rates of compensation for positions in this grade shall be \$1,320, \$1,380, \$1,440, \$1,500, \$1,560, \$1,620, and \$1,680.

Grade three in this service, which may be referred to as the assistant clerical grade, shall include all classes of positions the duties of which are to perform, under immediate or general supervision, assigned office work requiring training and experience and knowledge of a specialized subject matter or the exercise of independent judgment or to supervise a small section performing simple clerical operations.

The annual rates of compensation for positions in this grade shall be \$1,500, \$1,560, \$1,620, \$1,680, \$1,740, \$1,800, and \$1,860.

Grade four, in this service, which may be referred to as the main clerical grade, shall include all classes of positions the duties of which are to perform, under immediate or general supervision, responsible office work requiring training and experience, the exercise of independent judgment or knowledge of a specialized subject matter or both, and an acquaintance with office procedure and practice, or to supervise a small stenographic section or a small section performing clerical operations of corresponding difficulty.

The annual rates of compensation for positions in this grade shall be \$1,680, \$1,740, \$1,800, \$1,860, \$1,920, \$1,980, and \$2,040.

Grade five, in this service, which may be referred to as the senior clerical grade, shall include all classes of positions the duties of which are to perform, under general supervision, difficult and responsible office work requiring considerable training and experience, the exercise of independent judgment or knowledge of a specialized subject matter or both, and a thorough knowledge of office procedure and practice, or to supervise a large stenographic section or any large section performing simple clerical operations or to supervise a

small section engaged in difficult but routine office work.

The annual rates of compensation for positions in this grade shall be \$1,860, \$1,920, \$2,000, \$2,100, \$2,200, \$2,300, and \$2,400.

Grade six in this service, which may be referred to as the principal clerical grade, shall include all classes of positions the duties of which are to perform, under general supervision, exceptionally difficult and responsible office work, requiring extended training and experience, the exercise of independent judgment or knowledge of a specialized and complex subject matter, or both, and a thorough knowledge of office procedure and practice, or to serve as the recognized authority or adviser in matters requiring long experience and an exceptional knowledge of the most difficult and complicated procedure or of a very difficult and complex subject, or to supervise a large or important office organization engaged in difficult or varied work.

The annual rates of compensation for positions in this grade shall be \$2,100, \$2,200, \$2,300, \$2,400, \$2,500, \$2,600, and \$2,700.

Grade seven in this service, which may be referred to as the assistant administrative grade, shall include all classes of positions the duties of which are to perform, under general supervision, responsible office work along specialized and technical lines, requiring specialized training and experience and the exercise of independent judgment, or as chief clerk to supervise the general business operations of a small independent establishment or a minor bureau or division of an executive department, or to supervise a large or important office organization engaged in difficult and specialized work.

The annual rates of compensation for positions in this grade shall be \$2,400, \$2,500, \$2,600, \$2,700, \$2,800, \$2,900, and \$3,000.

Grade eight in this service, which may be referred to as the associate administrative grade, shall include all classes of positions the duties of which are to perform, under general supervision, difficult and responsible office work along specialized and technical lines, requiring specialized training and experience and the exercise of independent judgment, or to supervise a large or important office organization engaged in work involving specialized training on the part of the employees.

The annual rates of compensation for positions in this grade shall be \$2,700, \$2,800, \$2,900, \$3,000, \$3,100, \$3,200, and \$3,300.

Grade nine in this service, which may be referred to as the full administrative grade, shall include all classes of positions the duties of which are to perform, under general supervision, exceptionally difficult and responsible office work along specialized and technical lines, requiring considerable specialized training and experience and the exercise of independent judgment, or as chief clerk to supervise the general business operations of a large independent establishment or a major bureau or division of an executive department, or to supervise a large or important office organization engaged in work involving technical training on the part of the employees.

The annual rates of compensation for positions in this grade shall be \$3,000, \$3,100, \$3,200, \$3,300, \$3,400, \$3,500, and \$3,600.

Grade ten in this service, which may be referred to as the senior administrative grade, shall include all classes of positions the duties of which are to perform, under general supervision, the most difficult and responsible office work along specialized and technical lines, requiring extended training, considerable experience, and the exercise of independent judgment, or to supervise a large or important office organization

engaged in work involving considerable technical training and experience on the part of the employees.

The annual rates of compensation for positions in this grade shall be \$3,300, \$3,400, \$3,500, \$3,600, \$3,700, \$3,800, and \$3,900.

Grade eleven in this service, which may be referred to as the assistant chief administrative grade, shall include all classes of positions the duties of which are to perform the most difficult and responsible office work along specialized and technical lines, requiring extended training and experience, the exercise of independent judgment, and the assumption of responsibility for results, or to supervise the general business operations of an executive department, or to supervise a large and important office organization engaged in work involving extended training and considerable experience on the part of the employees.

The annual rates of compensation for positions in this grade shall be \$3,800, \$4,000, \$4,200, \$4,400, \$4,600, \$4,800, and \$5,000, unless a higher rate is specifically authorized by law.

Grade twelve in this service, which may be referred to as the chief administrative grade, shall include all classes of positions the duties of which are to supervise the design and installation of office systems, methods and procedures, or to be head of a small bureau in case professional or scientific training is not required, or to perform work of similar importance, difficulty, and responsibility.

The annual rates of compensation for positions in this grade shall be \$5,200, \$5,400, \$5,600, \$5,800, and \$6,000, unless a higher rate is specifically authorized by law.

Grade thirteen in this service, which may be referred to as the executive grade, shall include all classes of positions the duties of which are to supervise the design of systems of accounts for use by private corporations

subject to regulation by the United States, or to act as the technical consultant to a department head or a commission or board in connection with technical or fiscal matters, or to act as chief of a large bureau or a bureau having important administrative or investigative functions in case professional or scientific training is not required, or to perform work of similar importance, difficulty, and responsibility.

The annual rates of compensation for positions in this grade shall be \$6,000, \$6,500, \$7,000, and \$7,500, unless a higher rate is specifically authorized by law.

Grade fourteen in this service, which may be referred to as the special executive grade, shall include all classes of positions the duties and requirements of which are more responsible and exacting than those described in grade 13.

The annual rate of compensation for positions in this grade shall be \$7,500, unless a higher rate is specifically authorized by law.

CUSTODIAL SERVICE

The custodial service shall include all classes of positions the duties of which are to supervise or to perform manual work involved in the custody, maintenance, and protection of public buildings, premises, and equipment, the transportation of public officers, employees, or property, and the transmission of official papers.

Grade one in this service, which may be referred to as the junior messenger grade, shall include all classes of positions the duties of which are to run errands, to check parcels, or to perform other light manual or mechanical tasks with little or no responsibility.

The annual rates of compensation for positions in this grade shall be \$600, \$630, \$660, \$690, \$720, \$750, and \$780.

Grade two in this service, which may be referred to as the office-laborer grade, shall include all classes of positions the duties of which are to handle desks, mail sacks, and other heavy objects and to perform similar work, ordinarily required of unskilled laborers; to operate elevators; to clean office rooms; or to perform other work of similar character.

The annual rates of compensation for positions in this grade shall be \$780, \$840, \$900, \$960, \$1,020 \$1,080, and \$1,140: *Provided*, That charwomen working part time be paid at the rate of 40 cents an hour and head charwomen at the rate of 45 cents an hour.

Grade three in this service, which may be referred to as the minor custodial grade, shall include all classes of positions the duties of which are to perform, under immediate supervision, custodial or manual office work with some degree of responsibility, such as guarding office or storage buildings; operating paper-cutting, canceling, envelope-opening, or envelope-sealing machines; firing and keeping up steam in boilers used for heating purposes in office buildings, cleaning boilers, and oiling machinery and related apparatus; operating passenger or freight automobiles; packing goods for shipment; supervising a large group of charwomen; running errands and doing light manual or mechanical tasks with some responsibility; carrying important documents from one office to another; or attending the door and private office of a department head or other public officer.

The annual rates of compensation for positions in this grade shall be \$900, \$960, \$1,020, \$1,080, \$1,140, \$1,200, and \$1,260.

Grade four in this service, which may be referred to as the under custodial grade, shall include all classes of positions the duties of which are to perform, under general supervision, custodial work of a responsible character, such as supervising a small force of unskilled laborers; directly supervising a small detachment of watchmen or building guards; firing and keeping up steam in heating apparatus and operating the boilers and other equipment used for heating purposes; or performing general semimechanical new or repair work requiring some skill with hand tools.

The annual rates of compensation for positions in this grade shall be \$1,140, \$1,200, \$1,260, \$1,320, \$1,380, \$1,440, and \$1,500.

Grade five in this service, which may be referred to as the junior custodial grade, shall include all classes of positions the duties of which are to have general supervision over a small force of watchmen or building guards, or to have direction of a considerable detachment of such employees; to supervise the operation and maintenance of a small heating plant and its auxiliary equipment; or to perform other work of similar character.

The annual rates of compensation for positions in this grade shall be \$1,320, \$1,380, \$1,440, \$1,500, \$1,560, \$1,620, and \$1,680.

Grade six in this service, which may be referred to as the assistant custodial grade, shall include all classes of positions the duties of which are to assist in the supervision of large forces of watchmen and building guards, or to have general supervision over smaller forces; to supervise a large force of unskilled laborers; to repair office appliances; or to perform other work of similar character.

The annual rates of compensation for positions in this grade shall be \$1,500, \$1,560, \$1,620, \$1,680, \$1,740, \$1,800, and \$1,860.

Grade seven in this service, which may be referred to as the main custodial grade, shall include all classes of positions the duties of which are to supervise the work of skilled mechanics; to supervise the operation and maintenance of a large heating, lighting, and power plant and all auxiliary mechanical and electrical devices and equipment; to have general supervision over large forces of watchmen and building guards; or to perform other work of similar character.

The annual rates of compensation for positions in this grade shall be \$1,680, \$1,740, \$1,800, \$1,860, \$1,920, \$1,980, and \$2,040.

Grade eight in this service, which may be referred to as the senior custodial grade, shall include all classes of positions the duties of which are to direct supervisory and office assistants, mechanics, watchmen, elevator conductors, laborers, janitors, messengers, and other employees engaged in the custody, maintenance, and protection of a small building, or to assist in the direction of such employees when engaged in similar duties in a large building, or to perform other custodial work of equal difficulty and responsibility.

The annual rates of compensation for positions in this grade shall be \$1,860, \$1,920, \$2,000, \$2,100, \$2,200, \$2,300, and \$2,400.

Grade nine in this service, which may be referred to as the principal custodial grade, shall include all classes of positions the duties of which are to direct supervisory and office assistants, mechanics, watchmen, elevator conductors, laborers, janitors, messengers, and other employees engaged in the custody, maintenance, and protection of a large building, or to assist in the direction of such employees when engaged in similar duties in a group of buildings; or to perform other custodial work of equal difficulty and responsibility.

The annual rates of compensation for positions in this grade shall be \$2,100, \$2,200, \$2,300, \$2,400, \$2,500, \$2,600, and \$2,700.

Grade ten in this service, which may be referred to as the chief custodial grade, shall include all classes of positions the duties of which are to direct supervisory and office assistants, mechanics, watchmen, elevator conductors, laborers, janitors, messengers, and other employees engaged in the custody, maintenance, and protection of a group of buildings; or to perform other custodial work of equal difficulty and responsibility.

The annual rates of compensation for positions in this grade shall be \$2,400, \$2,500, \$2,600, \$2,700, \$2,800, \$2,900, and \$3,000.

CLERICAL-MECHANICAL SERVICE

The clerical-mechanical service shall include all classes of positions which are not in a recognized trade or craft and which are located in the Government Printing Office, the Bureau of Engraving and Printing, the Mail Equipment shop, the duties of which are to perform or to direct manual or machine operations requiring special skill or experience, or to perform or direct the counting, examining, sorting, or other verification of the product of manual or machine operations.

Grade one shall include all classes of positions in his service the duties of which are to perform the simplest operations or processes requiring special skill and experience.

The rates of compensation for classes of positions in this grade shall be 45 to 50 cents an hour.

Grade two shall include all classes of positions in this service the duties of which are to operate simple machines or to perform operations or processes requiring a higher degree of skill than those in grade one.

The rates of compensation for classes of positions in this grade shall be 55 to 60 cents an hour.

Grade three shall include all classes of positions in this service the duties of which are to operate machines or to perform operations or processes requiring the highest degree of skill, or supervise a small number of subordinates.

The rates of compensation for classes of positions in this grade shall be 65 to 70 cents an hour.

Grade four shall include all classes of positions in this service the duties of which are to perform supervisory work over a large unit of subordinates.

The rates of compensation for classes of positions in this grade shall be 80 to 90 cents an hour.

Grade five shall include all classes of positions in this service the duties of which are to be responsible for the administration of a major division of a large bureau or establishment with varied work.

The rates of compensation for classes of positions in this grade shall be \$3,000, \$3,100, \$3,200, \$3,300, \$3,400, \$3,500, and \$3,600 a year.

SEC. 14. That the estimates of the expenditures and appropriations set forth in the Budget to be transmitted by the President to Congress on the first day of the next ensuing regular session shall conform to the classification herein provided, and that the rates of salary in the compensation schedules shall not become effective until the first day of the fiscal year estimated for in such Budget.

(Paragraphs 15, 404, 419, 424, 463, 627.)

1003.1. ACT MARCH 4, 1923, 42 STAT. 1518.

Sale of official cotton standards.

SEC. 6. That the Secretary of Agriculture is authorized to establish from time to time standards for the classification of cotton by which its quality or value may be judged or determined for commercial pur-

poses, which shall be known as the official cotton standards of the United States. Any such standard or change or replacement thereof shall become effective only on and after a date specified in the order of the Secretary of Agriculture establishing the same, which date shall be not less than one year after the date of such order: *Provided*, That the official cotton standards established, effective August 1, 1923, under the United States Cotton Futures Act shall be at the same time the official cotton standards for the purpose of this act unless and until changed or replaced under this act. Whenever any standard or change or replacement thereof shall become effective under this act, it shall also, when so specified in the order of the Secretary of Agriculture, become effective for the purposes of the United States Cotton Futures Act and supersede any inconsistent standard established under said act. Whenever the official cotton standards of the United States established under this act shall be represented by practical forms the Department of Agriculture shall furnish copies thereof, upon request, to any person, and the cost thereof, as determined by the Secretary of Agriculture, shall be paid by the person making the request. The Secretary of Agriculture may cause such copies to be certified under the seal of the Department of Agriculture and may attach such conditions to the purchase and use thereof, including provision for the inspection, condemnation, and exchange thereof by duly authorized representatives of the Department of Agriculture, as he may find to be necessary to the proper application of the official cotton standards of the United States. Any moneys received from or in connection with the sale of cotton purchased for the preparation of such copies and condemned as unsuitable for such use or with the sale of such copies may be expended for the purchase of other cotton for such use. (Paragraphs 213, 248.)

1004. PUB. NO. 201, APPROVED JUNE 5, 1924.

Motor vehicles, report of expenditures for.

That not to exceed \$130,000 of the lump-sum appropriations herein made for the Department of Agriculture shall be available for the purchase, maintenance, repair, and operation of motor-propelled and horse-drawn passenger-carrying vehicles necessary in the conduct of the field work of the Department of Agriculture outside the District of Columbia: *Provided*, That not to exceed \$35,000 of this amount shall be expended for the purchase of such vehicles, and that such vehicles shall be used only for official service outside the District of Columbia, but this shall not prevent the continued use for official service of motor trucks in the District of Columbia: *Provided further*, That the Secretary of Agriculture is authorized to purchase, from the funds provided for carrying out the provisions of the Federal Highway Act of November 9, 1921 (Forty-second Statutes at Large, p. 212), not to exceed \$25,000, motor-propelled passenger-carrying vehicles to replace such vehicles transferred under authority of the Acts of February 28, 1919 (Fortieth Statutes at Large, p. 1201), March 15, 1920 (Forty-first Statutes at Large, p. 530), and November 9, 1921 (Forty-second Statutes at Large, p. 212), from the War Department and retained and used by the Secretary of Agriculture in the construction and maintenance of national forest roads or other roads constructed under his direct supervision which are or may become unserviceable: *Provided further*, That the Secretary of Agriculture shall, on the first day of each regular session of Congress, make a report to Congress showing the amount expended under the provisions of this paragraph during the preceding fiscal year: *Provided further*, That the Secretary of Agriculture may exchange motor-propelled and horse-drawn vehicles, and boats, and parts, accessories, tires, or equipment thereof, in whole or in part payment for vehicles, or boats, or parts, accessories, tires, or equipment of such vehicles, or boats, purchased by him. (Paragraphs 627, 632, 653.)

1005. PUB. NO. 201, APPROVED JUNE 5, 1924.

Mileage rates for motor vehicles.

Whenever, during the fiscal year ending June 30, 1925, the Secretary of Agriculture shall find that the expenses of travel, including travel at official stations, can be reduced thereby, he may, in lieu of actual operating expenses, under such regulations as he may prescribe, authorize the payment of not to exceed 3 cents per mile for motor cycle or 7 cents per mile for an automobile, used for necessary travel on official business. (Paragraphs 33, 35, 36.)

1006. PUB. NO. 201, APPROVED JUNE 5, 1924.

Limitation on payment of personal services in District of Columbia.

That in expending appropriations or portions of appropriations, contained in this act, for the payment for personal services in the District of Columbia in accordance with "The Classification Act of 1923," the average of the salaries of the total number of persons under any grade or class thereof in any bureau, office, or other appropriation unit, shall not at any time exceed the average of the compensation rates specified for the grade by such act: *Provided*, That this restriction shall not apply (1) to grades 1, 2, 3, and 4 of the clerical-mechanical service, or (2) to require the reduction in salary of any person whose compensation is fixed, as of July 1, 1924, in accordance with the rules of section 6 of such act, or (3) to prevent the payment of a salary under any grade at a rate higher than the maximum rate of the grade when such higher rate is permitted by "The Classification Act of 1923," and is specifically authorized by other law. (Paragraphs 15, 404, 419, 424, 463.)

1007. PUB. NO. 356, APPROVED JANUARY 31, 1925.

Administration of oaths, etc., by employees of the Department of Agriculture, and change of status without oath of office.

That such officers, agents, or employees of the Department of Agriculture of the United States as are designated by the Secretary of Agriculture for the purpose are hereby authorized and empowered to administer to or take from any person an oath, affirmation, or affidavit whenever such oath, affirmation, or affidavit is for use in any prosecution or proceeding under or in the enforcement of any law committed to or which may hereafter be committed to the Secretary of Agriculture or the Department of Agriculture or any bureau or subdivision thereof for administration. Any such oath, affirmation, or affidavit administered or taken by or before such officer, agent, or employee when certified under his hand and authenticated by the seal of the Department of Agriculture may be offered or used in any court of the United States and shall have like force and effect as if administered or taken before a clerk of such court without further proof of the identity or authority of such officer, agent, or employee.

SEC. 2. That no officer, agent, or employee of the Department of Agriculture shall demand or accept any fee or compensation whatsoever for administering or taking any oath, affirmation, or affidavit under the authority conferred by this act.

SEC. 3. That employees of the Department of Agriculture who, upon original appointment, have subscribed to the oath of office required by section 1757 of the Revised Statutes shall not be required to renew the said oath because of any change in status so long as their services are continuous, unless, in the opinion of the Secretary of Agriculture, the public interests require such renewal. (Paragraphs 14, 15.)

1008. ACT FEBRUARY 28, 1925. 43 STAT. 1090.

Leave of absence, members of Naval Reserve.

SEC. 36. All officers and employees of the United States or of the District of Columbia, who are members of the Naval Reserve, shall be entitled to leave of absence from their respective duties, without loss of pay, time, or efficiency rating on all days during which they are employed, under orders, on training duty for periods not to exceed fifteen days in any one calendar year. (Par. 489.)

1009. R. S. SEC. 850.

Expenses of clerks, etc., sent away as witnesses.

When any clerk or other officer of the United States is sent away from his place of business as a witness for the Government, his necessary expenses, stated in items and sworn to, in going, returning, and attendance on the court, shall be audited and paid; but no mileage, or other compensation in addition to his salary shall in any case be allowed. (Par. 688.)

I N D E X .

	Paragraph
A. B. C. D. forms for claims-----	12
Absence:	
Leave—	
Of-----	480-494-499-525
Of, while traveling-----	51
Without pay-----	521-524
Without pay, salary reckoning-----	22, 23
Sick leave, investigation -----	519, 520
Temporary employees -----	423
Without leave-----	525
<i>See also</i> Leave of absence.	
Accidents, claims for loss of property-----	60
Accountants:	
Civil service register-----	993, sec. 314
Expenses in changing business methods-----	950
Accounting:	
Forms, provision for-----	8
Methods and forms-----	993, sec. 309
Office, General—	
Bulletin 1, use-----	627a (1), 628, 648, 649
Creation and purpose-----	865
Creation, officials and duties	993, secs. 301-318
Accounts:	
Adjustment of disallowances-----	7
Administrative examination-----	866, 937
Advance decision of Comptroller General-----	5f
Appropriation, transfer-----	6b
Bureau, etc., directions for keeping-----	649
Claims—	
For loss and damage in transit-----	6c
For loss or damage-----	6c
General Accounting Office settlement-----	6
106269°—24†—36	
	1101

Accounts—Continued.	Paragraph
Compensation, verifications-----	5d (1)
Deceased employees-----	28
Deductions of disallowances and suspensions-----	5c
Delinquency in rendering, report to Congress-----	865
Detail of employees as special deputy fiscal agents-----	13
Division—	
Details of employees-----	933
Notifications of liabilities-----	628
Rendition of quarterly accounts-----	651
Reports from bureaus, etc-----	649
Retirement deductions, record-----	567
Statement of expenditures for Congress-----	628
Travel letters, copies to Secretary-----	654
Examination and payment of-----	5
False entries, penalty-----	929
Fiscal agents—	
Examination, approval and forwarding-----	5h, i
Record of retirement deductions-----	67
Forest Service, examinations and payment-----	5g
Freight—	
Bill of lading-----	6a
G. A. O.-----	5b
Keeping—	
And rendering -----	864
By bureaus, divisions and offices-----	649
Lost checks-----	11
Monthly liability statements, requirement from all bureaus-----	650
Office of—	
Inspection to examine for Office of Secretary-----	5c
The Secretary-----	5c
The Solicitor-----	5c

Accounts—Continued.

	Paragraph
Paid by fiscal agents outside Washington—	51
Payment—	
By disbursing clerk—	5a
By fiscal agents—	5h, f
Of—	5
Per diem—	
Allowance, rendition—	50
In lieu of subsistence, statement of—	35a-i
Postal Service, examination—	993, sec. 304
Preservation by auditors—	864
Purchase of supplies, to be checked—	5d, 3
Quarterly, rendition by Disbursing Clerk—	651
Reimbursement—	
Must be sworn to—	54
Resubmission of suspended items—	55
Reimbursements, preparation—	53
Rendition by disbursing officers—	865
Rent, preparation—	10
Responsibility for funds due United States—	12
Salary, preparation—	9
Sample forms—	57
Services other than personal—	10
Settlement in General Accounting Office—	6
Supplies, preparation—	10
Suspensions, disallowance, waivers—	5d, 5
Telephone, private residence—	85
To be paid by disbursing clerk—	5a
To comply with requisition, contract, etc.—	5d, 4
Transfer of funds—	6b
Travel—	
Authority to be verified—	5d, 2
Must be sworn to—	54
Preparation of—	53
Regulations—	50-57
Resubmission of suspended items—	55
United States, adjustment—	993, secs. 305, 307

	Paragraph
Accrued leave, allowance on separation from service-----	490
Actuaries , board, annual report on retirement act-----	989, sec. 16
Addresses , radio, by employees, restriction----	604
Administrative:	
Examination—	
And payment of accounts-----	5
Of accounts-----	5d, 12
Head, Office of Secretary-----	5c, d
Service, grades and rates of pay-----	1005, sec. 13
Advance:	
Authority for travel necessary-----	31
Of public moneys-----	57, 903
Advertisements:	
Authority for-----	2c, 3e
Contracts, publication-----	838, 841
District of Columbia-----	841, 845
Open-market purchases-----	836
Proposals-----	836
Use of names of employees-----	661
Without authority-----	839
Advertising:	
Avoidance in publications-----	600
Display in department buildings-----	712
For proposals-----	67
No proposal for-----	68g
Affidavits and acknowledgements-----	14
Age retirement—	
Reckoning and procedure-----	536, 539-540
Various employees---	898, sec. 1; 1,000; secs. 1. 2
Agents:	
Employment-----	418
Government, interest in contracts, regulations on-----	75, 982, sec. 3
Special bonds required-----	822

Agreements. (*See Contracts.*)

Agricultural:	Paragraph
Associations, free publications for-----	607
Colleges, free publications for-----	607
Economics, Bureau report on Center Mar- ket-----	630
Literature, card index, sale-----	961
Research, Journal of—	
Distribution-----	610
Editorial committee-----	603
Papers for-----	587

Agriculture:

Department—	
Annual and special reports of Secretary	811
Creation and control-----	854
Establishment of-----	809
Estimates for employees and salaries..	971
Expenditures, statements-----	970, 971
Officers and employees-----	810
International Institute, correspondence with, requirements-----	572
Secretary—	
Authority in forest road building-----	946,
	968, 995, 1003
Report on expenditures for vehicles..	1003
Report on work under Federal highway act-----	994, 1003

See also Secretary

Ailment, slight, leave for-----	516
--	------------

Alaska:

Employees—	
Cumulative leave-----	987
Leave of absence-----	484, 952
Public works, use of materials from na- tional forests-----	958
Railways, etc., supplies of timber, state- ment in estimates-----	627d
Travel in-----	2a

	Paragraph
Alaskan Engineering Commission, employees'	
claims-----	974, sec. 42
Alien employees, claims, Panama, adjustment..	974,
	sec. 42
Allowances, extra, of pay-----	819
Alterations:	
Proof reading, avoidance-----	597
Subvoucher-----	49, 61
Analyses, making for private parties-----	702
Animal:	
Industry Bureau—	
Employees, overtime allowance-----	986
Reports on expenditures for suppression of diseases-----	641
Products—	
Disposal when not needed-----	240
Sale, disposition of proceeds-----	932
Sale or exchange-----	962
Animals:	
Breeding, sale, disposition of proceeds, etc-----	932
Disposal when not needed-----	240
Domestic—	
Contagious diseases, expenses for suppression-----	641
Suppression of diseases, report-----	851
Transportation allowance-----	90
Sale or exchange-----	962
Supply by forest officers-----	59
Announcements:	
Public, of examinations-----	451
Annual:	
Leave—	
Affecting per diem-----	37b
Authority and restrictions-----	877, 879
Sundays and holidays-----	23
See also Leave of absence.	
Reports-----	584, 585, 625-626

Annuitant:

Class—	Paragraph
A, retirement pay-----	989, sec. 2
B, retirement pay-----	989, sec. 2
C, retirement pay-----	989, sec. 2
D, retirement pay-----	989, sec. 2
E, retirement pay-----	989, sec. 2
F, retirement pay-----	989, sec. 2
G, retirement pay-----	999
Medical examination-----	989, sec. 5
Not to receive compensation under two acts-----	989, sec. 5
Reemployment-----	1000, secs. 3, 5

Annuities:

Retirement—	
Act, classes, etc-----	532-534
Annual report-----	996, sec. 2
Report by Commissioner of Pensions-----	989, sec. 13

Annuity:

Application—	
Of employees-----	989, sec. 7
Under retirement act-----	539
Beginning and continuance-----	989, sec. 7
Certificates-----	989, sec. 7
For disability-----	989, sec. 5
Payment, form and manner-----	989, sec. 12
Retirement, method of determining-----	989, sec. 2

Apparatus, scientific, exchange----- 953

Appeal, right of employees, under retirement act----- 564

Appeals, retirement cases----- 989, sec. 4

Appearance, employees, as witnesses----- 688

Appendix:

Expendable and nonexpendable property-----	
	pages 217-296
Provisions of law-----	pages 801-971
Salary tables-----	pages 75-113

	Paragraph
Applications, travel funds and leave-----	57, 485
Appointees:	
New—	
Expense in reporting for duty-----	421
Salaries-----	419
Probationary, reports on-----	423
Temporary, District of Columbia-----	434-438
Appointments:	
Action on certifications-----	412, 413
And oath of office-----	15
Appropriations chargeable-----	420
Changes, oath of office-----	15
Certificates—	
For, procedure in requesting-----	409
Selection from-----	413
Compensation of new appointees, rates-----	419
Competitive service in Washington-----	434, 443
Correspondence-----	411, 425
Date effective-----	417
Declination after field selection-----	430
Disposal of civil service certificates for field-----	429
Disqualification for-----	407
Duplex-----	420
Examination papers, confidential-----	414
Examinations, special-----	475
Expenses incident to reporting for duty-----	421
Field service—	
Cities where labor regulations are in force-----	432
Civil-service certificates, disposal of-----	429
Correspondence relating to-----	425
Declination after selection-----	430
Disqualification under civil-service rules-----	407
“Incomplete” certificates, procedure-----	442

Appointments—Continued.

Field service—Continued.	Paragraph
Nonselection from certificates-----	429
Oath of office-----	15
Positions not under district systems-----	453
Positions under district systems-----	438, 445
Recommendation on certification-----	408
Regulations-----	424–431
Subject to civil-service rules-----	424
Temporary appointments-----	433–441
Vacancies in permanent force, certifications-----	427
Vacancies in unclassified positions-----	431
When personnel chief acts in place of bureau officer-----	426
Oath and salary requirements-----	15, 422
On roll with view to transfer to statutory roll prohibited-----	16
Pending certification-----	446
Procedure in—	
Recommending-----	3, 415
Requesting civil-service certificates-----	409
Prompt action on certificates-----	412
Rates of compensation, minimum-----	419
Ratings, promotions, demotions, etc-----	403–405
Recommendations, procedure-----	408, 415
Regular, to be filled from civil-service certificates-----	456
Regulations governing-----	403–479
Reinstatements-----	468, 470–472
Salaries, appropriation chargeable-----	420
Selection from certificates-----	413
Special examinations-----	475
Temporary—	
Do not affect permanent employment-----	436
Extension-----	434, 447–449, 454
Laborers in Washington-----	435

Appointments—Continued.

Temporary—Continued.	Paragraph
Making permanent-----	436
Oath of office-----	15
Recommendations for-----	455
Regulations-----	433-450, 1005, sec. 11
Termination without prejudice; rein-	
statement-----	468
Under contingent fund and lump fund-----	15
When made permanent-----	436
Who may recommend-----	408
Without certification-----	450

Appropriations:

Advancement of money from-----	882
Balances, disposition-----	835
Bill, arrangement of items for accounting-----	649
Changes, preparation of estimates-----	627
Contingent, etc., restrictions-----	833
Estimates—	
Submission to Secretary, date-----	627
Transmittal to Budget Bureau-----	627
Excess expenditures unlawful, and penalty	
therefor-----	832
For carrying out retirement act-----	989, sec. 15
New, preparation of estimates-----	627
Transfer to General Accounting Office-----	993,
	sec. 315

Approval of Secretary, purchase orders-----	64
Arkansas, porter fees in-----	33c

Arrears:

Business in—	
Reports on-----	655
Statements in estimates-----	627a (4)
Penalty for officers having-----	820

Articles:

For press, distribution and mailing-----	611
Lost or found-----	713
Personal, purchase-----	70

	Paragraph
Artisans , transfers under lump-sum appro- priations-----	943
Assignment:	
Of salary-----	29, 911
To points other than where permanent service is to be performed-----	16
Assistant Comptroller:	
General, office, creation and duties-----	993, secs. 302-305
Minor, field parties-----	337
Of Treasury, office abolished-----	993, sec. 301
Secretary—	
Chairman of terminology committee-----	602
Preparation of letters for-----	568
Associations , agricultural, free publications for-----	607
Attachments for debt -----	30
Attendance at meetings and delivery of lectures-----	656-659
Attendant , injured employee's-----	677
Attorneys , General Accounting Office, appoint- ment, etc-----	993, sec. 311
Audit , Government accounts, providing for-----	993-994
Auditors:	
Department accounts, preservation of ad- justed accounts-----	864
Treasury—	
Duties transfer-----	993, secs. 302, 310, 315
Offices abolished-----	993, sec. 310
Authorization:	
Bureau—	
Must be specific-----	4
By Secretary-----	2, 3, 63
Delegation by chief of bureau-----	2f
For—	
Expenditures-----	2-4

Authorization—Continued.

For—Continued.	Paragraph
Purchase of supplies-----	63
Travel-----	2-4
Form of-----	32
General letter to chiefs of bureaus-----	2
Granting leave-----	484
Letters—	
Employment under-----	457
Travel, copies to Disbursing Office-----	654
When issued by Secretary-----	3-4
Secretary's—	
General-----	2, 63
Special-----	3, 63
To chiefs of bureaus-----	2, 3, 63
Travel—	
Letters to Accounts Office-----	654
Outside Continental United States-----	3a
Secured in advance-----	31
To specify points between which travel is to be performed-----	3
Authors:	
Preparation of manuscripts-----	596a
Watchfulness of pages in proof-----	601
Auto supplies, estimates for-----	653
Automobiles:	
Hire of, when allowed-----	33k
<i>See also</i> Vehicles.	
Award of contract, personal influence-----	75
Badges , official, requirements and purpose-----	717
Baggage:	
Checking-----	33f, 36i, 52
Checking, not per diem-----	36i
Excess-----	33d, 52
Hand, taxicab hire allowance-----	33e
Porters' fees-----	33f, p

Baggage —Continued.	Paragraph
Storage charges-----	33e
Transfer—	
Between suburban residence and official station-----	33e
Of-----	36g, 52
Or storage, allowance-----	33e
Per diem-----	36g
Transportation-----	52
Baskets , waste paper, use of-----	708
Bath :	
Allowance-----	33h(4), 35e, 52
In lodging charges-----	49b
Per diem-----	35e
Steward's fees-----	33g, 35d
Subsistence charge-----	33h, 52
Bedding , personal, express charges-----	90
Berth :	
And lodging, same night-----	33h (3)
Double, allowable-----	33b
On steamers-----	52
Sleeping—	
Car and steamer, allowance-----	36c
Car, separate transportation request-----	43
Car transportation-----	52
Not per diem-----	36c
Occupied jointly-----	33r
Upper or lower, cash fare-----	33b
Between hotels, transfers-----	33e
Bids :	
Acceptance—	
By officials in Alaska, Porto Rico, Virgin Islands, or Guam-----	73
Contract and bond-----	73
Delivery under-----	76
Fire suppression, less than \$2,500-----	73
Notices inviting-----	67

Bids —Continued.	Paragraph
Of \$1,000 or less-----	73
Of \$1,000 or more, written contract and bond-----	73
Proposals —	
Acceptance-----	73
Deliveries under-----	76
In newspapers-----	68g
Nonreceipt after advertising-----	68g
Unreasonable-----	68g
Road construction, less than \$2,500-----	73
Standard make of supplies-----	73
Waiver-----	73
Bills of lading :	
Freight—	
Accounts-----	49k
Shipments-----	6a
Government, receipt-----	49k
Personal, effects-----	90c
Preparation and attention-----	86, 90b
Binding , requisitions for-----	619
Boards :	
Classification, composition and duties-----	1005, sec. 3
Contracts, explanation by interested member-----	982, sec. 3
Expenses, compensation, etc., use of public moneys-----	909
Service on, compensation-----	663
Boat , hire of, allowance-----	33g
Bond :	
Aided railroad, freight-----	87
And contract, bids-----	73
For special deputy fiscal agents-----	13
Of indemnity, lost checks-----	11
Requirement in acceptance of bids-----	73
Surety, for advance of funds-----	57
Bonding companies approved by Treasury Department-----	57

Bonds:	Paragraph
Conditions governing amount required-----	12
Indemnity requirements-----	12
Officers or agents-----	822
Bonus to be included in compensation-----	1005, sec. 6
Book of Estimates, nature and submission to Congress-----	872
Bookkeeping Division, Treasury, powers and duties-----	993, secs. 211 and 308
<i>See also</i> Ledgers.	
Books:	
Borrowing from—	
Libraries, accessibility required-----	230
Library, responsibility-----	230
Library, exchange-----	960
Mutilation, destruction, etc.-----	843
Purchase-----	69
Purchase for reference-----	878
Transfer to Library of Congress and Public Library-----	885
Bottles , rinsing-----	709
Breakfast , hour in travel-----	33h(1)
Breeding animals, sale, disposition of proceeds, etc-----	932
Brooms , station expenses-----	58e
Budget:	
Alternative transmission by President-----	993, sec. 205
And Accounting Act-----	993-994
Bureau—	
Aid to Personnel Classification	
Board-----	1005, sec. 3
Approval notation-----	653
Circulars in repurchase of supplies-----	63
Creation, duties, and employees-----	993,
secs. 207, 208	
Establishment, etc., appropriation-----	993,
sec. 217	

1116 REGULATIONS U. S. DEPT. OF AGRICULTURE

Budget—Continued.

Bureau—Continued.	Paragraph
Form for preparation of estimates	627a(1)
Reports for	647
Reports from Comptroller General	993, sec. 312
To furnish information to Congress	993, sec. 212
Director, notification on rush orders for printing	622
Officer, designation in each department	993, sec. 214
Provisions	993, sec. 201–217
System, National, providing for	993–994

Buildings:

Articles lost or found, disposal	713
Bids, damages	74
Canvassing, peddling, etc., prohibition	710
Care of	668
Chief clerk custodian	666
Construction work, changes, etc.	704
Display of advertising matter, prohibition	712
Floor space, light, heat, etc., reports	848
Government-owned, statement in estimates	627b(2)
Passes to	668
Rental reports	848
Rented, statement in estimates	627b(3)
Sale of milk within	709
Sanitation, etc.	666–675, 709, 710–714

Bulletins:

Departmental, character	581b
Farmers', character	581a
Series and character	581a, b, c
Statistical, character	581c

Bureau:

Accounts, system in keeping	649
Authorizations, specific	4
Chief—	
Approval of outside publications and addresses of employees	604

Bureau—Continued.

Chief —Continued.	Paragraph
Definition-----	1 <i>d</i> , 203 <i>d</i> , 403 <i>d</i>
Designation of staff member for press service cooperation-----	611
Chiefs , administrative supervision over claims-----	12
Definition of term-----	1 <i>c</i> , 203 <i>c</i> , 403 <i>c</i>
Expenditures, ledger record-----	648
Foreign mailing lists-----	613
Of Public Roads, special deputy fiscal agent-----	13
Of the Budget, creation-----	993, sec. 207
Records, maintenance-----	648
Reprimand for misconduct-----	466
Subdivisions, names uniformity-----	602
Time records to be kept-----	498
Bureaus , annual reports-----	585, 627
Burial expenses , disabled employees-----	974, sec. 11
Business :	
Condition, statement of-----	627 <i>a</i> (4)
Department—	
Condition, etc., report to Congress-----	872
Reports -----	877
Transaction, changing methods, compensa- tion of experts-----	950
Cabin steward fees -----	33 <i>g</i>
Cabinet officers , correspondence with, require- ments-----	568
Cable messages , subsistence-----	33 <i>i</i>
Cablegram , travel expense, allowance-----	33 <i>i</i>
Cablegrams :	
And—	
Radiograms-----	84
Telegrams, subvouchers required-----	49 <i>h</i>
Copies as receipts-----	49 <i>h</i>

	Paragraph
Camera boxes, photographic lenses etc., separate reports required -----	229
Camp:	
Outfit for field parties-----	33 <i>l</i>
When per diem not allowed in-----	37 <i>c</i>
Canvassing, prohibition in department buildings -----	710
Card indexes, sale by department -----	906-907
Cards:	
Identification, for telegrams-----	39
Printing, requisitions-----	620
Casket, employees dead in line of duty, purchase by Compensation Commission -----	677
Center Market, report -----	360
Certificate:	
In case of transfer of funds-----	6 <i>b</i>
Medical, for reinstatement-----	560
Of—	
Annuity-----	989, sec. 7
Necessity, purchase of supplies-----	63
Physician's, injured employee	974, secs. 19, 21, 22
Preparation for reimbursement accounts-----	54
Required in use of personally owned vehicles	33 <i>k</i>
Storage claims-----	6 <i>a</i>
Certificates:	
Attestation clause-----	692
Civil service—	
Disposal for field appointments-----	429
Nonselection of field appointments-----	429
Procedure in requesting-----	409
Prompt action required-----	412
Regular appointments to be filled from-----	431
“Short” appointments from-----	443
Continuance after retirement age-----	545
Loss of public property-----	861
Quarantine, presentation for sick leave-----	517
Sick leave-----	513

Certification:	Paragraph
Civil service, requests for-----	409, 410
Field—	
For vacancies in permanent force-----	427
Recommendation for field appointment-----	428
Temporary appointments when eligi- bles are not available-----	440
Unclassified positions-----	431
Certifications:	
“Incomplete,” appointments from-----	442
Promptness of action-----	412
Selections from-----	413
Certified copies , use as evidence-----	993, sec. 306
Chair:	
Car—	
Accommodations, transportation re- quest for-----	43
Seats-----	33b
Seats not per diem-----	36e
Steamer, allowance-----	33g
Charge accounts, telegrams -----	39
Charges:	
For fees, oath on reimbursement accounts-----	54
Preferment, against employee-----	465
To be explained, auto travel-----	33k
Charwomen , beneficiaries of retirement act-----	533
Checking baggage:	
At depots, etc-----	33f
Not per diem-----	36i
Transportation-----	52
Checks , loss of-----	11, 829
Chief:	
Bureau—	
Definition-----	1d, 203d, 403d
Letter for manuscripts, form-----	598
Report of typewriters, etc-----	633

Chief—Continued.

Clerks—	Paragraph
Administration of oaths-----	15, 859
Care of articles lost and found-----	713
Custodian of buildings-----	666
Custodian of quarterly reports on work for Secretary-----	655
Of department, administrative head of Office of Secretary-----	5c
Of Department, or statutory division, may administer oath of office-----	15
Superintendent of department build- ings-----	887
chiefs:	
Bureau—	
Annual reports, time and character-----	585
Duty in examination of accounts-----	651
Duty in revision and printing publica- tions-----	595
Duty to keep progress report data-----	646
Letters, preparation for-----	569
Notice to Accounts Division of liabili- ties-----	628
Responsibility for publications-----	593
Statements on items of expenditure-----	627a
Submission of information on new lines of work-----	647
Submission of reports to chief clerk on condition of work-----	655
Directions for papers for publication-----	583
Recommendations for appointments, pro- motions, etc-----	408
Children , disabled employee, compensation-----	974,
	sec. 10d
Circular letters, approval of Secretary-----	568
Circulars , series and character-----	581d, e
Cities , list having labor regulations-----	432

Civil service:		Paragraph
Appointments for field service subject to rules-----	424	
Certificates—		
Field service, disposal of-----	429	
Procedure in requesting-----	409	
Regular appointments made from-----	431	
Classified, construction of term-----	997	
Commission—		
Aid to Personnel Classification Board-----	1005,	
	sec. 3	
Records of employees-----	989, sec. 13	
Records of Federal employees-----	996, sec. 2	
Register for accountants-----	993, sec. 314	
Relations to-----	407-415	
Districts, list and headquarters-----	452	
Examinations, aiding others in-----	474	
Prior authority, positions not requiring-----	453	
Rules, interpretation-----	473	
Claim:		
Compensation, cancellation-----	974, sec. 38	
Fraudulent, penalty-----	974, sec. 39	
Claimants, forest, refunds provision-----	897	
Claims:		
Accounting Office settlement-----	6	
Against Government, settlement method-----	1000 ^l	
Compensation for injury to employee, filing-----	974, sec. 18-20	
Due United States, collection of-----	12	
False, penalty-----	912	
For—		
Compensation, assignment-----	974, secs. 25, 26	
General Accounting Office settlement-----	6	
Loss or damage in transit-----	6c	
Reimbursement for damage to property-----	60	
Storage-----	6a	
Forms to be used-----	12	

1122 REGULATIONS U. S. DEPT. OF AGRICULTURE

Claims—Continued.	Paragraph
Injured employees, adjustment by commission-----	974, secs. 36-38
Transportation of remains of employees---	677
Classification:	
Act—	
Of 1923-----	1005-1006
Relation to oath of office-----	15b
Of—	
Expenditures, reports for-----	648
Traveling expenses-----	52
Retired employees-----	989, sec. 2
Classified positions, recommendations for temporary appointments -----	443
Cleaning clothing, subsistence -----	33h
Clerical hire, in transit -----	33n
Clerical positions:	
Clerical and subclerical employees, promotion-----	462
Registers of district secretaries-----	445
Vacancies in, how filled-----	39
Clerical service, grades and rates of pay -----	1005, sec. 13
Clerical-mechanical service, grades and rates of pay -----	1005, sec. 13
Clerk of United States court, may administer oath -----	14
Clerks:	
Deficient, report of name and salary---	627a (3)
Department heads authorized to employ---	804
Distribution by department heads, conditions-----	803
District of Columbia, etc., statement---	627a (2)
Promotion-----	462
<i>See also Employees.</i>	
Clocks, recording, purchase -----	880
Clothing:	
Cleaning and pressing, charges-----	33h

Clothing—Continued.

Personal—	Paragraph
Expressing-----	90
Purchase-----	70
Coach , transfer, fares-----	<i>33e</i>
Coastwise steamers, porter fees-----	<i>33c</i>
Collaborators , free publications for-----	607
Collection :	
On unused tickets or scrip-----	48
Procedure, funds due United States-----	12
College degrees, conditions of requirement for special examinations-----	475
Colleges , agricultural:	
Free publications for-----	607
Reports-----	642
Commissioner of Pensions, appeal from, right of employees under retirement act-----	564
Commissions :	
Contracts, explanation by interested mem- ber-----	982, sec. 3
Councils, boards, etc., service on-----	663
Expenses, compensations, etc., use of public moneys-----	909
Service on, compensation-----	663
Committee , editorial, <i>Journal of Agricultural Research</i> -----	603
Committees , contracts, explanation by inter- ested member-----	982, sec. 3
• Communication :	
And transportation services, regulations-----	78-90
Office, Navy Department, radio-----	84
With extension agents-----	716
Compensation :	
Claim, cancellation-----	974, sec. 38
Committee, United States employees-----	974, secs. 28-38
Determination, rules governing-----	1005, sec. 6

Compensation—Continued.

	Paragraph
Double —	
Statute governing-----	17
When allowed-----	17
Excess —	
Of salary-----	840
Reduction-----	1005, sec. 6
From lump-sum appropriations, limita- tions-----	943
Illegal, penalty for receiving-----	974, sec. 10 (<i>l</i>)
Increases, allowance-----	1005, sec. 7
Injured employees-----	974–975
Injured employees, adjustment by com- mission-----	974, sec. 36–38
Per diem employees-----	419
Rates —	
In various grades of service-----	1005, sec. 13
Limitation in District of Columbia-----	1006
Study and report-----	1005, sec. 12
Refund to United States-----	974, sec. 27
Schedules, to whom applicable-----	1005, sec. 5
Service on boards, councils, etc-----	663
<i>See also</i> Salary.	
Competition , without, purchases-----	68
Competitive service , Washington, temporary appointments-----	434
Complaints of indebtedness, action on-----	697
Complimentary notice, prohibition in mails..	606
Comptroller General :	
Advance decisions on disputed claims-----	5 <i>f</i> , 6 <i>c</i>
Classification of expenditures, mainte- nance-----	648
Control of accounting forms-----	8
Decisions affecting accounts-----	5 <i>d</i>
Office, creation and duties-----	993, sec. 302–315
Recommendations to Congress-----	993, sec. 312
Reports from executive departments-----	993, sec. 313

Comptroller of Treasury:	Paragraph
Duties, etc., transfer-----	993, sec. 301, 315
Office abolished-----	993, sec. 301
Official designation-----	827 (note)
Comptroller, Post Office Department, Accounts Bureau -----	993, sec. 304
Condemned property, sale by department -----	896
Congress:	
Financial statements for-----	644
Reports from Comptroller General, requirements-----	993, sec. 312
Congressmen correspondence with, requirements-----	568
Construction:	
Contract, formal-----	68c
Work—	
Estimates by cubic foot-----	627a (1)
Installation-----	704
Consular:	
Officers, letters to, requirements-----	571
Offices, supply of publications-----	615
Consumers, State tax -----	56
Contagious diseases:	
Exposure of employees sick leave-----	509a, b
Leave to employees-----	877
Quarantine against-----	673
Suppression expenditures, reports-----	641
Contingent expenses:	
Allotments-----	832
Purchase of supplies for various bureaus-----	934
Contingent fund:	
Annual report-----	806
Appointment under-----	15
Apportionment to bureaus and offices-----	939
Definition-----	1e
Expenditures, statement of-----	629

Contingent fund—Continued.	Paragraph
Miscellaneous expenses, Department of Agriculture-----	1e
Purchases-----	834, 839
Supplies available for bureaus-----	72
Travel and expenses from-----	3b
Use for salaries-----	833
Contract:	
And bond, bids-----	73
Date of beginning, work-----	74
Expiring with fiscal year-----	76
Formal, construction-----	68c
Lease—	
Preparation by Solicitor-----	74
Reference to in vouchers-----	10
Not providing for supplies needed-----	68b
Of hire, Forest Service animals and vehicles-----	59
Personal interest in-----	75
Preparation by Solicitor-----	74
Registered mail, delivery of-----	74
Requirement in acceptance of bids-----	73
Time element, liquidated damages-----	74
Contracts:	
Advertisements, publication-----	838, 841
General Supply Committee, purchase from-----	65
Personal interests-----	75, 982.1
Preparation requests to be sent to Solicitor-----	74
Provision for eight-hour day-----	930
Requirement in acceptance of bids-----	73
Road work in forests, provision-----	995
Time element, liquidated damages-----	74
Contributions:	
Acceptance by superior official-----	701
Employees to superior official-----	701
Political, activities of employees, penalty-----	918
Soliciting in Department buildings-----	710

	Paragraph
Conveyance , special, travel expense allowance-----	<i>33j</i>
Cooks , field parties-----	831
Cooperation :	
Activities, funds allotment-----	988
Avoidance of commercial advertising on---	600
Correspondence-----	574
Forest work-----	946, 951
Forest work, provision-----	968
Forester and Roads Bureau Chief-----	640
In road building, provision-----	995
Cooperative :	
Agricultural extension work, annual report-----	889
Employment, retirement deductions-----	550
Work—	
Financial matters-----	643
Money disbursements and memo-	
randa-----	643
Property ownership-----	643
Cooperators , free publications for-----	607
Copy :	
Illustrations, sending to Public Printer-----	598
Of letters testamentary required in case of	
death of employee-----	28
Of telegrams and cablegrams as receipts-----	49 <i>h</i> , 39
Printing, suggestions on character-----	596 <i>c</i>
Copyrighted or patented articles, purchase-----	68 <i>d</i>
Corrections on subvouchers-----	49, 61
Correspondence :	
Civil Service Commission-----	411
Diplomatic officers, territorial officials, etc-----	570
Field-service appointments-----	425
Forms of salutation and conclusion-----	568(5)
Forwarding mail to employees-----	681
Hire of clerical assistance-----	33 <i>n</i>
Letterheads, name of individual forbidden-----	576

Correspondence—Continued.

Letters for signature of—	Paragraph
Chiefs, general style and forms of salutation-----	569
Secretary, general style, forms of salutation and conclusion-----	568
Secretary, initials on slip-----	568(9)
Penalty envelopes, labels, etc., use of to avoid payment of postage-----	577
Pertaining to field appointments-----	425
Prompt attention-----	573
Regarding participation in expositions, fairs, etc-----	665
Regulations-----	568—580
Stationery, department, standardization-----	575
Territorial officials, diplomatic officers, etc-----	570
Cotton:	
Speculation, prohibition-----	695
Standards, official, sale to public-----	248
Councils:	
Contracts, explanation by interested employee-----	982, sec. 3
Expenses, compensation, etc., use of public moneys-----	909
Service on, compensation-----	663
Counterfeiting department seal, penalty-----	982, sec. 2
County:	
Agent, permission to publish-----	604
Employees, expenditures for, report-----	637
Papers, publication of articles by employees-----	604
Covers , publication, use directions-----	599
Crating personal effects-----	90
Crop information:	
Premature disclosure-----	694
Speculation forbidden-----	695
Statistics, false, compilation forbidden-----	694
Crop Reporter , mailing list, use-----	685

	Paragraph
Crop reports, advance information, penalty-----	919
Crops and Markets, character of contents-----	589
Cups , drinking, regulation-----	671
Custodial service, grades and rates of pay 1005, sec. 13	
Custodian of buildings, responsibilities-----	666
Cuts , transmission to Public Printer-----	598
 Damage:	
Clause in contracts-----	74
Or loss in transit, claims-----	6c
To freight shipments-----	6a
Damaged property, reimbursement of private owner-----	60
 Damages:	
Excessive, may be omitted by solicitor from contract-----	74
Liability, prosecution by employee--- 974, sec. 26	
Liquidated, on bids-----	74
Vouchers, involving claim for-----	6c
 Day:	
Division of per diem charges-----	37a
Eight-hour, for laborers and mechanics---	860
Letter. (<i>See</i> Telegrams.)	
 Day's:	
Labor, hours per day-----	877
Work, hours-----	837
Dealers , lists to correspondents -----	578
 Death:	
Employee—	
Compensation to heirs----- 974, sec. 10	
Refund of deductions----- 552-553	
Report by superior----- 974, sec. 24	
Final salary payment in case of-----	27
Of official in charge of property, procedure	238
Debt , attachments and garnishments for-----	30
Debts , employees, attention of department---	697

	Paragraph
Deceased employees, accounts due	28
Decisions. (<i>See Service and Regulatory Announcements.</i>)	
Deck steward fees	33g
Deduction:	
Annual leave for absence without pay	524
Pay for—	
Absence in excess of legal limit	523
Sunday or holiday absence	22
Salary for absence without pay	21
Suspensions and disallowances, accounts	5e
Deductions:	
Compensation for temporary employment	548
Per centum of salary	989, secs. 8, 9, 10
Retirement—	
Departmental records	565-567
Fund	547-550
Fund, refunds to employees	551-555
Deficiency estimates, transmission by President	993, sec. 203
Definitions	1, 203, 403
Delay in execution of contract	74
Deliveries:	
Additional, on contracts	76
Outside Washington, D. C.	76
Under proposals	76
Demonstration agent, publication in outside papers	604
Demotion:	
Employees, charges, etc.	465
Oath of office	15
Demotions, date effective	417
Department:	
Bill of Lading. (<i>See Freight.</i>)	
Bulletins—	
Character	581b
Limit in size	596d

Department —Continued.	Paragraph
Circulars, character-----	581d
Definition of word-----	1a
Investigations, employees to have no outside interest in-----	696
Participation in expositions, fairs, etc---	664-665
Records—	
Copies of, how obtained-----	690
Production by witnesses-----	688a
Series of bulletins and reports-----	581
Work, relation to publications and radio addresses of employees-----	604
Departments:	
Accumulation of documents, delivery to Superintendent of Documents-----	867
Executive, data for Efficiency Bureau-----	975
Information to Budget Bureau-----	993, sec. 213
Reports on status of employees-----	989, sec. 13
Settlement of claims against Government -	1000.1
Study by Bureau of the Budget, and reports-----	993, sec. 209
Deposits:	
By agents or officers in full, requirement-----	823
Of moneys, failure to make, penalty-----	916
Depot:	
Porter fees not per diem-----	36j
Porterage and checking of baggage at--	33f
Deputy fiscal agents, special, detail-----	13
Destroyed property or animals, Forest Service, reimbursement-----	59
Detail:	
Of employees as special deputy fiscal agents-----	13
Office of Secretary, provision-----	898
Details:	
Employee, statement in estimates-----	627a(5)
Employees to—	
And from Accounts Division-----	933
And from library-----	927

Details—Continued.

Employees to—Continued.	Paragraph
Civil Service Commission-----	1001
Commissions, councils, etc-----	909
Office of President-----	964
Interdepartmental-----	460
Law clerks, authority-----	926
Leave of employees-----	502
To Personal Classification Board-----	1005, sec. 3
Dining room:	
Fees-----	33g
Fees, stewards on steamer-----	33g, 35d
Dinner, hour in travel-----	33h(1)
Diplomatic officers:	
Correspondence with-----	570, 571
Letters to, requirements-----	570, 571
Direct routes:	
Settlement—	
Of accounts by General Accounting	
Office-----	5b
Transfer of funds-----	6b
Travel by-----	41
Director:	
Budget, duties-----	993, sec. 208
Of Purchases and Sales, construction of	
term-----	203e
Directory, branch offices-----	721
Disability:	
Employees, compensation-----	974-975
Medicine for-----	33m
Retirement—	
Application-----	541, 542
Procedure, etc-----	538, 539, 541
Reinstatement-----	559
Disallowances:	
Accounts-----	5d (5)
Adjustment of accounts-----	7
General Accounting Office-----	7

Disbursements. (*See Accounts.*)

Disbursing:

	Paragraph
Clerk—	
Advance of funds for travel-----	57
Duties of-----	12
Examination of accounts-----	5f
Funds not subject to garnishments or attachments-----	30
Payment of accounts-----	5a, f
Rendition of quarterly accounts by-----	651
<i>See also</i> Accounts.	
Officers—	
Application for decision-----	864
Rendition of accounts-----	865
Diseases:	
Contagious—	
Employees afflicted with-----	673
Report of expenditures and means adopted for suppression among do- mestic animals-----	641
Domestic animals, suppression work, re- port-----	851
Dismissal:	
Employees-----	941
Employees, charges, etc-----	465
Pay computation-----	464
Without prejudice-----	468
Dismissals, ex-service men-----	469
Dispatch agent, United States, services-----	89
Disposition of:	
Civil-service certificates for field appoint- ments-----	428
Travel authorizations-----	654
Useless documents-----	703
Disqualifications, for appointment-----	407

Distribution:

And mailing—	Paragraph
Articles for press-----	611
Complimentary notices-----	606
International exchange, Smithsonian Institution-----	618
Mailing lists, foreign, bureau-----	613
Miscellaneous foreign requests-----	616
Publications within the United States-----	612
Regulations-----	605-624
Supervision of distribution-----	605
 Of—	
Annual leave-----	504
Journal of Agricultural Research and separates-----	610
Publications, preference in-----	608
Publications, supervision of-----	605
Service and Regulatory Announce- ments-----	609
Supplies, purchase for office of-----	623
 District:	
Fiscal agents, special deputy-----	13
Forester, accounts-----	5g
Militia, efficiency ratings of members-----	489
 Of Columbia—	
Civilian employees classification-----	1005-1006
Clerks employed, statement-----	627a (3)
Employees in, leave-----	484
Holiday on Sunday-----	846
Newspapers for advertisements-----	838, 845
Office hours-----	495
Temporary appointees-----	434-438
 Secretaries—	
Headquarters of-----	452
Register of positions-----	445
 System—	
Eligibles for temporary appointment-----	438
Temporary field appointments not under-----	453

	Paragraph
Dock porter, fees not per diem-----	<i>36j</i>
Docks , fee allowances-----	<i>33f</i>
Documents:	
Accumulation in departments, delivery to	
Superintendent of Documents-----	867
Surplus, exchange—	
For other documents-----	241
With other departments-----	870
Useless—	
Disposition, order for-----	703
Sale-----	899
<i>See also</i> Publications.	
Donations:	
Employees to superior officials-----	701
For retirement fund, handling-----	989, sec. 8
Double:	
Compensation-----	17
Salaries, restrictions-----	818
Drainage systems, contracts-----	74
Drawings , supply by Publications Office-----	598
Drayage:	
Personal effects-----	90
Station expenses-----	58a
Tickets-----	77
Washington, voucher form-----	77
Drays , exclusion from estimates-----	653
Drinking cups, regulations-----	671
Drivers:	
Hire by field parties-----	33l
Lodging and subsistence-----	33j
Subsistence of-----	33j
Drugs , analyses for private parties-----	702
Drunkenness , as disqualification for appointment-----	407f
Dues:	
And fees not paid by department-----	658
Membership of employees-----	658

	Paragraph
Duplicating machines, typewriters, etc., exchanges—	239
Duplication:	
Avoidance by report to Secretary-----	647
Mailing, prevention-----	613
Services, statement in estimates-----	627a (7)
Economy, consideration in estimates-----	627
Editorial:	
Committee, Journal of Agricultural Research, duties-----	603
Supplies—	
Purchase-----	623
Purchase, cooperation-----	623
Editors, watchfulness of pages in publications—	601
Education, employees, leave of absence for—	660
Educational institutions, lectures by employees	659
Efficiency:	
Board of review, appointment, service, etc.—	461
Bureau—	
Aid to Personal Classification Board—	1005, sec. 3
Data for-----	975
Committee, personnel and terms of service—	461
District Militia, ratings of members-----	489
Rating systems, review and revision-----	1005, sec. 9
Ratings-----	461
Ratings of employees-----	1005, sec. 9
Record, statement for promotion-----	415
Reports and register-----	461
Eight-hour day—	
Establishment in department-----	837
Violation by contractor, penalty-----	930
Eight-hour law, suspension-----	979
Electric current, station expense-----	58e

	Paragraph
Electricity subvouchers required-----	<i>61a</i>
Elevators:	
Operation of-----	670
Operators, permit-----	670
Embezzlement:	
Penalty-----	917
Public funds, penalty-----	914
Emergency:	
Appointments-----	850
Expenditures, travel-----	33 <i>q</i>
Extension of eight-hour day-----	860
Fire fighting equipment, etc., Forest Service-----	59
ice-----	59
Medical attention-----	675
Medicines-----	33 <i>m</i>
Purchase of supplies-----	13, 63
Trail building, Forest Service-----	59
Travel-----	31
Employee:	
Death, report by superior-----	974, sec. 24
Federal, not to be transferred to municipal service-----	1005, sec. 10
Meaning of word-----	203 <i>f</i> , 403 <i>e</i>
Municipal, not to be transferred to United States service-----	1005, sec. 10
Not to receive other than Government salary-----	976
Wage-earning capacity determination-----	974, sec. 13
Employees:	
Accountability for property until final return-----	237
Age 55, retirement-----	1000
Agricultural Department-----	810
Alaska and insular stations-----	
Leave-----	987
Leave of absence-----	952

Employees—Continued.	Paragraph
Animal Industry Bureau, overtime allowance -----	986
Appearance, fees, and expenses as witnesses in judicial proceedings-----	688
Application for annuity-----	989, sec. 7
Appointment, authority requirements-----	847
Attendance at meetings, lectures, councils, etc-----	656-659
Beneficiaries of retirement act-----	526-528
Budget Bureau, salaries and status-----	993, sec. 208
Change of station, allowance for transfer of property-----	928
Civilian, classification-----	1005-1006
Civil-service—	
Examinations, aiding others to pass-----	974
Retirement-----	989-990
Classes excluded from retirement act-----	529-531
Classified civil service, definition-----	997
Clerical and subclerical, promotion-----	462
Compensation Commission—	
Duties to injured employees-----	676-677
Hospitals and attention to injured employees-----	676-677
Compensation Committee-----	974, secs. 28-38
Compensation—	
For injuries-----	974-975
Fund-----	974, sec. 35
Contagious diseases, regulations-----	673
Continuance—	
After age for retirement-----	544
In service-----	989, sec. 6
Death—	
After retirement, refund of deductions-----	553
Before retirement, refund of deductions-----	552
In line of duty, expenses by Compensation Commission-----	677
Report by superior-----	974, sec. 24

Employees—Continued.	Paragraph
Deceased, payment of salary due-----	28, 557
Deductions refunded in certain cases----- 989, sec. 11	
Demotions, date effective, etc----- 15 <i>b</i> , 417, 465	
Department heads to employ-----	804
Detail—	
As special deputy fiscal agents-----	13
Statement in estimates-----	627 <i>a</i> (5)
Detailed leave records-----	502
Details—	
Intradepartmental-----	460
To office of President-----	964
Disabled, compensation-----	974—975
Dismissal, right of trial-----	941
Duties on departure from office-----	667
Efficiency ratings-----	1005, sec. 9
Eligible to retirement on annuity-----	989,
	sec. 1, 1000—1001
Engaged in cooperative work, sources of pay-----	988
Extension agents, communication with-----	716
Fees and dues in societies and associations-----	658
Field party, hire of-----	33 <i>l</i>
Fighting fires, subsistence-----	33 <i>l</i>
Free publications for-----	607
General Accounting Office, appointment, etc-----	993, secs. 311, 315
Holding of more than one office-----	863
Indebtedness—	
Action on complaints-----	697
To United States, collection-----	556
Indian reservations, visiting-----	698
Inefficient, report of number and salaries-----	857
Injured—	
Medical examination-----	974, sec. 21
Panama and Alaska, claims-----	974, secs. 41—42
Injury in line of duty, treatment, transpor- tation, etc-----	676—677

Employees—Continued.	Paragraph
Instruction for civil-service examinations.....	474
Interest in contracts, regulations.....	75, 982.1
Interest in industries connected with department investigations.....	696
Inventions—	
Patents.....	687
Report to Secretary.....	686
Jury service not required from.....	689
Leave of absence.....	480–525
Leave of absence, authority and restrictions.....	877, 879, 881
Lectures by, at educational institutions.....	659
Lump-fund, designations and salaries	15, 16, 627(4)
Medical attendance, emergency.....	675–677
Members of National Guard—	
Absence for parade or encampment.....	856
Leave for service.....	884
Military.....	489
Names, use in advertisements.....	661
New, leave of absence.....	485
Notary publics, administration of oaths.....	859
Notice of injury.....	974, secs. 15–17
Notice of retirement.....	989, sec. 6
Notification of retirement.....	539
Official mail, requirements.....	842, 844
Outside District of Columbia, detail to departments.....	890
Outside interest in investigations by department, prohibition.....	661
Outside of Washington, D. C., forwarding mail to.....	681
Outside Washington, D. C., leave of absence.....	908
Outside work.....	604, 661
Overtime without compensation.....	877
Participation in exposition and fairs.....	664, 665

Employees—Continued.	Paragraph
Part-time employment-----	660 <i>b</i> , <i>c</i>
Patents, free issuance-----	849
Pay—	
Assignments, permission-----	911
Status, reports-----	989, sec. 13, 996, sec. 2
Per diem—	
Holidays-----	852, 853
Legal holiday-----	25
Pay for Sundays and holidays-----	24, 25
Permits for outside publication-----	604
Personal statement sheets, requirements---	477
Political activity-----	693
Promotion-----	415, 462–463
Property purchase from, prohibited-----	227
Receiving outside compensation, penalty-----	976
Records, reports to Civil Service Commission-----	996, sec. 2
Reinstatements-----	468–472
Removal—	
From classified service-----	941
Or reduction-----	465
Rendering gratuitous service, subsistence--	33 (1)
Retired—	
Classification-----	989, sec. 2
For disability, reinstatement-----	470, 559
Retiring, application for refund of deductions-----	551
Retransfer to classified service-----	528
Right of appeal to Congress-----	941
Salary deduction for retirement fund-----	989, secs. 8, 9, 10
Scientific, promotion of-----	463
Service, voluntary, acceptance prohibited-----	405
Serving part of time in Washington, leave of absence-----	487
Sickness, attention-----	675–677

Employees—Continued.	Paragraph
Soliciting of contributions prohibited.....	701
Special deputy fiscal agents, designated to act as such.....	13
Speculating in cotton forbidden.....	695
State and territorial positions.....	476
Status of those entering military or naval service during the existence of a state of war.....	489
Suspension during investigation.....	464
Temporary—	
Examination for permanent positions.....	444
Field service, hire of.....	330
In the field.....	438-450
Termination of service.....	434, 441
Termination of service.....	469
Transfer to—	
General Accounting Office, provision.....	993 ^a
sec. 315	
Municipal service.....	1005, sec. 10
Other department, official record.....	555
Vacant positions.....	1005, sec. 10
Transferred—	
Credit for service.....	989, sec. 10
Freight transportation allowance.....	90 ^a
Leave of absence.....	485
Pay increase prohibition.....	983
Travel by personal auto.....	33 ^k
Tuberculosis, regulations.....	674
Unclassified—	
Exception from examination.....	450
Positions.....	450
Reinstatement.....	472
Use of—	
Government documents.....	868
Horses, vehicles, etc.....	886, 888

Employment:	Paragraph
Authorization letters-----	457
Change, oath of office-----	155
Of agents-----	418
Encampment, National Guard, leave of employees-----	856
Envelopes:	
Official, fraudulent use, penalty -----	922
Penalty, use-----	577
Station expense exception-----	58e
Equipment:	
Essential, actual traveling expenses allowance-----	33
Examination and payment of accounts-----	5
Personal, purchase-----	10
Supply by Forest Service for transports-----	59
Erasures, subvouchers-----	49, 61
Estimates:	
Appropriations, preparation of-----	627
Department appropriations, submitted only at request of Congress-----	993, sec. 206
Departmental— Action of President-----	993, sec. 216
Preparation and revision-----	993, secs. 214-216
In Budget, requirements-----	993, secs. 201-204
Maintenance, operation, etc., of vehicles, submission to Secretary-----	653
Meat inspection, statement-----	627c
New work, reports to Secretary-----	647
Purchase, operation, etc., of vehicles, sub- mission to Secretary-----	653
Salaries, Department of Agriculture-----	971
Study and explanations-----	627
Submission and transmittal-----	627
To conform to classification schedules-----	1005, sec. 14

1144 REGULATIONS U. S. DEPT. OF AGRICULTURE

Estimates—Continued.

Vehicles —	Paragraph
Exchange, etc., submission to Secretary -----	627a (6), 653
Statement on -----	627a (6)
Work of Bookkeeping Division, transfer-----	993, secs. 211, 310
Evidence , copies, records, etc., in executive departments-----	813
Examination :	
Medical requirement for disability retirement-----	538-541
Papers, confidential nature-----	414
Examinations :	
Civil-service—	
Employees forbidden to aid others to pass-----	474
Instruction by employees-----	474, 661 <i>h</i>
Open to temporary employees-----	444
Public announcement of-----	451
Field service, publicity-----	451
Special-----	475
Excepted positions, field, temporary, appointment without certification-----	450
Excess baggage :	
Charges-----	33 <i>d</i>
Personal effects-----	90
Transportation-----	52
Excess :	
Of \$50 purchases-----	67-68
Weights, baggage-----	33 <i>d</i>
Exchange :	
Animals or animal products-----	962
Books and periodicals-----	960
International, Smithsonian Institution-----	618
List, maintenance in library-----	615
Passenger-carrying vehicles-----	978

Exchange—Continued.	Paragraph
Scientific apparatus and laboratory equipment-----	953
Typewriters, etc., report-----	633, 963
Used parts of vehicles-----	990
Exchanges:	
Publications, direction to library-----	617
Received, addresses-----	617
Vehicle, inclusion in estimates, statement	627a (6)
Vehicles, recommendations-----	653
Executive:	
Departments, copies of books, records, etc., as evidence-----	813
Orders, <i>in re</i> purchase of supplies-----	63 (note)
Exhibits:	
Agricultural, at fairs-----	1002
Loaning by chief, and conditions governing-----	228
Office, duties in connection with expositions, fairs, etc-----	664–665
Exigency statements:	
Details-----	68g
Emergency expense-----	33q
Expendable property-----	942
Expenditure of printing fund-----	621
Expenditures:	
Agriculture Department, Secretary to direct-----	831
Annual report of Secretary-----	812
Bureau, ledger record-----	648
Chronological order in statement-----	53a
Classification in estimates-----	627a (1)
Contingent fund, annual report-----	806
Departmental, classification record-----	648
Emergency-----	33q
Excess of—	
Appropriation-----	832
Appropriations, unlawful, and penalty therefor-----	832

Expenditures —Continued.	Paragraph
Statement for Congress, directions-----	628
Travel account not related to travel -----	53 <i>h</i>
Expense accounts, oaths, administration-----	940
Expenses:	
Attendance at meetings, lectures, coun- cils, etc-----	657
Contingent—	
Allotment-----	832
Fund-----	3 <i>b</i>
Employees as witnesses-----	688
Incident to reporting for duty-----	16
Joint, accommodations shared with others-----	33 <i>r</i>
Station and field-----	58–62
Subsistence. (<i>See</i> Subsistence, expense.)	
Travel—	
Allowable, and conditions-----	33 <i>a</i> , <i>s</i>
By personally owned auto, limit-----	33 <i>k</i>
<i>See also</i> Travel expenses.	
Experiment stations:	
Annual report-----	889
Office—	
Expenditures, reports-----	642
Free publications for-----	607
Reports on station, college, and ex- tension work-----	642
Experts:	
Expenses in changing business methods, compensation-----	950
Publicity, prohibition-----	406
Expositions:	
Application for exhibits, disposal-----	665
Fairs, etc., authority for participation in-----	664
Participation in-----	664–665
Express:	
Charges—	
Emergency-----	93
Emergency travel expense-----	33 <i>q</i>
Subvoucher required-----	49 <i>j</i>

Express —Continued.	Paragraph
Perishable personal effects-----	90
Personal property-----	90
Shipments—	
Declaration of value-----	92
Household effects of employees-----	90
Slips, charge-----	93
Station expenses-----	58a
Transportation of effects, etc., of officers and employees-----	90
Use of-----	91
Ex-service men:	
Dismissal-----	469
Reinstatement-----	470, 472b
Retention preference-----	469
<i>See also</i> Veterans	
Extension:	
Agents, communication with-----	716
Of temporary appointments—	
Authority for-----	454
Prior approval required-----	447
Recommendations-----	449
Work—	
Cooperation with agricultural colleges-----	716
Cooperative, annual report-----	889
Reports-----	642
Extra:	
Allowances, regulations-----	819
Charges, lodging-----	49b
Fares, cash, not transportation requests---	43
Limited trains-----	33q
Fairs:	
Agricultural exhibits-----	1002
Application for exhibits, disposal-----	665
Expositions, etc., authority for participa- tion in-----	664
Participation in-----	664-665

	Paragraph
False entries in accounts, penalty -----	929
Falsification , as disqualification for appointment-----	407d
Family , joint accommodations on travel-----	33r
Fans , electric, disconnection on departures of employee-----	667
Fares:	
Berth, stateroom and parlor car-----	<i>33b</i>
Cash-----	43
Differing on two trips to same points-----	<i>33a</i>
Extra, on limited trains-----	<i>33q, 43</i>
Lodging and place of duty-----	<i>33h, 35h, 33i, 36f</i>
Not per diem-----	36h
Omnibus-----	<i>33e, 36f</i>
Railroad and steamer, not per diem-----	<i>36a</i>
Seat, stateroom, etc-----	<i>33b</i>
Sleeping car-----	52
Steamer-----	<i>33a, 36a, 52</i>
Street car—	
And other, subsistence expense-----	<i>33b, 52</i>
Etc., between place of lodging and place of duty-----	<i>33e, 52</i>
Taxicab, disallowance-----	<i>33a</i>
Trains, steamers—	
Busses, etc., conditions governing-----	<i>33a, s</i>
Etc., allowance-----	<i>33a</i>
Transfer coach-----	<i>33e</i>
Travel expenses, allowable-----	<i>33a, s</i>
Farmers' bulletins:	
Character-----	581a
Limits of size-----	596d
February salary -----	19
Feed for horses, etc. -----	<i>33j, 49b</i>
Fees:	
Administering oaths, reimbursement accounts-----	54

Fees —Continued.	Paragraph
Cabin, deck, dining room and bath stewards-----	33 <i>g</i> , 35 <i>d</i> , 36 <i>b</i>
Checking baggage, not per diem-----	36 <i>i</i>
Guides, etc., in foreign countries-----	33 <i>p</i>
Medical examination of injured employees-----	974, sec. 23
Membership —	
Of employees-----	658
Payment from public moneys-----	931
Notary and justice of the peace -----	14
Passport -----	718
Physicians' certificate of disability-----	989, sec. 5
Porter, train and steamer-----	36 <i>j</i> , 52
Porters not per diem-----	36 <i>j</i>
Steward, bath and dining room-----	35 <i>d</i> , 36 <i>b</i> , 52
Waiter-----	33 <i>h</i> , (2)35 <i>c</i>
Witness —	
Acceptance by employees-----	688 <i>b</i>
Not to be accepted by employees-----	688 <i>b</i>
Ferry charges , allowance-----	33 <i>k</i>
Fertilizers , analyses for private parties-----	702
Field and station expenses-----	58–62
Field appointments:	
Authority for temporary appointments and extensions-----	454
Certificates, "incomplete," appointments from-----	442
Civil-service —	
Certificates, regular appointments to be made from-----	456
Districts-----	452
Classified positions, recommendations for temporary appointments-----	443
Clerical positions, registers of district secretaries-----	445
Correspondence pertaining to-----	425

Field appointments—Continued.	Paragraph
Declination after selection of-----	430
District—	
Secretaries, headquarters of-----	452
Secretaries, registers-----	445
System, eligibles for temporary appointment-----	438
System, temporary positions not under-----	453
Eligibles for temporary appointment under district system-----	438
Employees, temporary, may be examined for permanent positions-----	444
Examinations—	
For permanent positions open to temporary employees-----	444
Public announcement of-----	451
Excepted and unclassified positions, temporary appointment-----	450
Extensions—	
For temporary appointments, authority for-----	454
Of temporary appointments, prior approval required-----	449
Headquarters of district secretaries-----	452
“Incomplete,” certificates, appointments from-----	442
Job service, temporary appointments-----	447
Nonselection from certificates for-----	429
Permanent positions, temporary employees eligible for, by examination-----	444
Prior approval—	
For extension of temporary appointments when not required-----	448
Required for temporary appointments-----	447
Procedure-----	439
Public announcement of examination-----	451

Field appointments—Continued.	Paragraph
Recommendations for—	
Temporary appointments-----	455
Temporary appointments, classified positions-----	443
Registers, district system-----	445
Regular positions to be filled from civil service certificates-----	456
“Short” certificates-----	442
Subclerical positions, registers of district secretaries-----	445
Temporary—	
Authority for extension-----	448
Employees, examination for permanent positions open to-----	444
Extension of-----	449
For job service-----	447
Not under district system-----	453
Pending certification-----	446
Prior approval required-----	447
Procedure-----	439
Recommendations for-----	443
Termination of service-----	441
To unclassified and excepted positions without certification-----	450
When eligibles are not available-----	440
Without certification, unclassified and excepted positions-----	450
Termination of service of temporary em- ployee-----	441
Unclassified—	
And excepted positions, temporary, without certification-----	450
Positions, registers under district sys- tem-----	445
Field parties, authority to make purchases, hire, labor, etc-----	331

	Paragraph
Field positions, unclassified appointment to--	431
Field printing:	
Approval and routine for-----	624
Authorization by Printing Committee-----	624
Field service:	
Appointment from registers of district secretaries-----	445
Appointments—	
Subject to civil-service rules-----	424
Unclassified-----	431
Declination of appointee-----	430
Employees—	
Classification-----	1005, secs. 1-14
Leave-----	484, 492
Sick leave-----	509
Transfer-----	458
Examinations for, publicity-----	451
Men, reinstatement-----	472d
Temporary appointments-----	453
Films:	
Making from material of purchaser-----	715f
Motion picture, sale or rental-----	977
Final salary payment, conditions precedent-----	27
Financial:	
Matters in connection with cooperative work-----	643
Statements—	
Directions-----	625-655
For Congress-----	625-655
To Congress, handling-----	644
Fire:	
Fighters, forest, subsistence-----	33l
Fighting—	
Advance payment-----	903
Crews, cash payment of-----	13
Equipment, etc-----	59
Losses, reimbursement-----	903, 945

Fire —Continued.	Paragraph
Hazards, storage of inflammable materials and supplies-----	707
Risks, department buildings, attention-----	666
Suppression, supplies, purchase, limit-----	64
Firms , private individuals, etc., work for-----	661
First-class mail matter , weight limit-----	966
Fiscal :	
Agents—	
Advancing public funds to employees-----	57
Forest Service-----	5g
Forest Service, retirement deductions record-----	567
Outside of Washington, D. C., accounts-----	5i
Special deputy, detail-----	13
Service, grades and rates of pay-----	1005, sec. 13
Year—	
Contracts expiring with-----	76
Treasury, beginning-----	808
Food fragments, deposition in waste-paper baskets-----	708
Foods , analyses for private parties-----	702
Forage :	
Animals, Forest Service-----	59
Estimates-----	653
Expenditures report-----	632
Foreign :	
Addresses, additional copies of publications for-----	616
Mailing lists—	
Bureau-----	613
Maintenance-----	613
Revision-----	614
Postage, list of countries reached by frank-----	618
Requests—	
For publications, disposal of-----	616
Miscellaneous, for publications-----	616
Travel, use of American ships-----	719

Forest:	Paragraph
Fire fighters, subsistence-----	337
Fires, fighting, advances of funds for-----	903
Guard, entry into office-----	15, 422
Investigations, report of moneys received for cooperative work-----	638
Rangers, duty with field employees-----	15 ²
Receipts, expenditure for roads and trails-----	946, 968
Roads—	
And trails, expenditures from receipts-----	946, 968
Reports-----	640
Service—	
Accounts-----	5g
Bids, \$1,000 or less-----	73
Cooperative activities funds-----	988
Cooperative work, exceptions for-----	643
Employees, aid in enforcement of State laws-----	904
Moneys, reports-----	638
Personal property shipment-----	90a
Purchase orders, limit-----	64
Retirement deductions record-----	567
Special deputy fiscal agents-----	13
Supply of animals and motor vehicles-----	59
Work, cooperative, contributions-----	951
Forester:	
Reports on national forest road building---	640
Statement in estimates-----	627d
Forests:	
National—	
Earth, stone, etc., use in public work-----	958
Roads and trails-----	984, 995
Roads and trails, appropriations-----	968
Receipts from, disposition-----	897, 946, 968
Forgery in use of government seal, penalty —	982, sec. 2

Forms:

	Paragraph
Accounting—	
For advanced funds furnished by disbursing office-----	57
Prescribed by Comptroller General -----	8
Samples-----	57 (pages 43-50, 53, 55)
Claims-----	12
Letters—	
Notification -----	607
Salutation, etc-----	568
Proclamation-----	579
Property-----	pages 53, 55
Purchases-----	pages 48-49
Rush orders for printing, avoidance-----	622
Services other than personal-----	pages 48-49
Found articles, delivery to chief clerk-----	713
Fourth-class mail matter, designation-----	874, 942
Fractional part of a day, lodging, subvoucher-----	49b
Fractions of day, per diem-----	37a
Frank, Government:	
Countries where it is accepted for postage-----	618
Use in cooperative work-----	643
Fraud in use of Government seal, penalty-----	982
Freight:	
 Accounts—	
Bill of lading-----	6a
For settlement in freight accounting office-----	6
To be sent to General Accounting Office for direct settlement-----	5b
 Bill of lading—	
Dealers-----	88
Department-----	86
Not used-----	87
Preparation-----	87
 Bond-aided railroad-----	87
 Carload shipments, personal effects-----	90b

Freight—Continued.

Charges—	Paragraph
Emergency, travel expense-----	33 <i>q</i>
Receipts for-----	49 <i>k</i>
Subvoucher required-----	49 <i>k</i>
Drayage charges in Washington, authorized form-----	77
Field shipments-----	87
Government bill of lading not required when \$1 or less-----	87
Imports in bond-----	89
Land-grant railroads-----	87
Less than carload lots-----	90 <i>b</i>
Pacific ports-----	89
Payment by accounts division-----	5 <i>b</i>
Personal—	
Effects, certificates-----	90 <i>b</i>
Effects, less than carload-----	90 <i>b</i>
Property, allowance in travel-----	90 <i>b</i>
Personally owned auto or motor cycle-----	90 <i>b</i>
Rates, equalized-----	87
Regulations-----	86–90
Scientific apparatus, transocean-----	89
Shipments—	
From dealers-----	88
From Washington-----	86
In the field-----	87
Station expense-----	50 <i>a</i>
Transocean, through custom house-----	89
Transportation of effects, etc., of officers and employees-----	90
United States dispatch agent-----	89
Fuel, station expenses-----	58
Funds:	
Civil-service retirement, handling-----	989, sec. 8
Cooperation activities-----	988
Public, examination and reports-----	993, sec. 312

Funds—Continued.	Paragraph
Retirement, not assignable nor subject to execution-----	989, sec. 14
Transfer of-----	6b
<i>See also</i> Moneys.	
Furlough:	
Deduction from time of probation em- ployee-----	423
Granting for outside activities-----	660d
Without pay, application and restrictions..	522
<i>See also</i> Leave without pay.	
Furniture:	
Now-owned, use-----	955
Personal, by express-----	90
Station expenses-----	58e
Garnishments and attachments for debts ---	30
Gas:	
Public buildings, rate of payment-----	973
Station expense-----	58e
Subvoucher required-----	61a
Gasoline:	
And oil charges, personally owned auto- mobile-----	33k
Estimates for-----	653
Expenditures report-----	632
General Accounting Office:	
Accounts paid by fiscal agents outside of Washington, D. C-----	5i
Agreements, leases, and contracts to be forwarded to-----	74
Bulletin No. 1. (<i>See Accounting.</i>)	
Claims for settlement-----	6
Creation and purpose-----	865
Direct settlement of disputed claims-----	6c
Disallowances-----	7
Independent, creation and duties-----	993, secs. 301-318

General Accounting Office—Continued.	Paragraph
Settlement of freight accounts-----	5b
Transfer of funds-----	6b
General Supply Committee contracts, purchases from-----	65
Georgia, porter fees in-----	33c, e
Gifts, to superior officers, prohibition-----	821
Government:	
Bill of—	
lading-----	6c
lading receipt-----	49k
Employees, property purchase from, prohibition-----	227
Printing Office—	
Mailing of department publications---	605
Printing of Government publications--	869
Receipt of cuts-----	598
Work of department-----	985
Rates, telegrams-----	39
Receipts and expenses estimates-----	993, sec. 201
Grades, changes, oath of office in-----	15b
Gratuitous service, subsistence of employees rendering-----	33 (1)
Guam employees:	
Cumulative leave-----	987
Leave of absence-----	484, 952
Guard, forest, oath of office-----	422
Guides:	
Fees, payment in foreign countries-----	33p
Hire in foreign countries-----	33q
Half holidays, leave accounting for-----	494
Halftones, handling with care-----	598
Hand baggage, taxicab hire-----	33e (4), 36f (4)
Handbooks:	
And manuals, preparation-----	591
Submission to publications office-----	591

Harness , expenditures—	Paragraph
Estimates	653
Report	632
Hawaii employees:	
Cumulative leave	987
Leave of absence	484, 952
Headquarters :	
In Washington, leave of absence	484
Of district secretaries of civil service	452
Hearings :	
Department, sale, charges, etc.	691
Disputed accounts	7
Heating plant, supervision	714
Heirs of disabled employee, compensation	974, sec. 10
Highway act :	
Amendments, suggestion in report	640
Federal, work report	994
Holidays :	
Absence, deduction of pay	22
And Sundays, leave of absence	491
District of Columbia, list	814
Exclusion of annual leave	881
Labor Day, legality	862
Leave—	
Accounting for	494
Affecting per diem	37b
Status	491-494
Legal, lists	25, 814
Pay allowance, regulations	22-25
Per diem—	
Employees	852, 853
Employees excused	493
Sick leave	23
State or local, employees may be excused	492
Sunday, in District of Columbia	846
Travel expense, day before	33s
Horse-feed , in lodging charge	49b

Horses:	Paragraph
And vehicles, field parties-----	33 <i>l</i>
Hire, feed and stabling, allowance-----	33 <i>j</i>
Loss or damage-----	6 <i>c</i>
Saddle, exclusion from—	
Estimates-----	653
Vehicles report-----	632
Supply by Forest Service-----	59
Use for employees-----	886, 888
Hospitals, list for injured employees-----	676
Hotel:	
Accommodations-----	33 <i>h</i> (6), 33 <i>r</i>
Bill head receipts-----	49 <i>b</i>
Checking and portage of baggage-----	33 <i>f</i>
Porter fees—	
In Arkansas prohibited-----	33 <i>f</i>
Not per diem-----	36 <i>j</i>
Room—	
For official business-----	42
In daytime-----	33 <i>h</i>
Transfers between hotels-----	33 <i>e</i>
Hour of departure and arrival, auto trip-----	33<i>k</i>
Hours, meal, in travel-----	33<i>h</i> (1)
Household effects:	
Transportation allowance-----	90 <i>a</i>
Transportation by personally owned auto-----	90 <i>c</i>
Housing of vehicles furnished by Forest Service-----	59
Ice, station expense-----	58<i>e</i>
Identification cards:	
For telegrams-----	39
Issuance, cancellation, etc-----	722
Illness. (See Sickness.)	
Illustrations:	
Care in handling, importance of-----	598
Copy, transmission to Public Printer-----	598
Correctness of detail, importance-----	598

Illustrations —Continued.		Paragraph
Examination in bureaus-----	598	
Handling by publications office -----	598	
Preparation-----	598	
Submission to division of publications-----	598	
Immorality , disqualification for appointment	407c	
Implements , rental of, station expense-----	58e	
Indebtedness :		
Action on complaints-----	697	
Government, statements-----	993, sec. 201	
Indelible pencil or ink, writing subvouchers--	61	
Indemnity , bond of, lost checks-----	11	
Independent office, definition-----	1c	
Index , agricultural literature, sale-----	961	
Indexes , card:		
Of Experiment Station literature, sale to public institutions-----	247	
Sale—		
By department-----	906-907	
Disposition of receipts-----	907	
Indian reservations:		
Employees prohibited from visiting-----	698	
Official visit of employee, requirement-----	698	
Indisposition , leave for-----	516	
<i>See also</i> Sickness.		
Indorsement of and payment for telegrams--	39	
Inefficiency , employees, report of number and salaries-----	857	
Inflammable materials and supplies, storage of-----	707	
Informational work, regulations-----	581-624	
Initials :		
After corrections on subvouchers-----	49	
Of payee required on altered subvouchers--	61	
Of railroad on cash fare items-----	33b	
Of transportation lines in travel report----	53e	

1162 REGULATIONS U. S. DEPT. OF AGRICULTURE

Injuries:	Paragraph
Employees, compensation-----	974-975
Medicine for-----	33m
Injury in:	
Course of duty, notice by employee-----	974, secs. 15-17
Line of duty, procedure-----	676-677
Ink:	
Or indelible pencil to be used on sub- vouchers-----	49, 61
Station expense-----	58e
Insecticides , analyses for private parties-----	702
Inspection:	
Meat, report of work by Secretary-----	895
Of leave records-----	501
Office, examination of ledger records-----	648
Requirement for nonexpendable property--	236
Interdepartmental transfers -----	459
Interest:	
Of the Government, auto travel-----	33k
Personal, in contracts-----	75
International:	
Conferences, participation-----	947
Exchange, Smithsonian, rules-----	618
Institute of Agriculture, correspondence with, requirements-----	572
Interpretation of:	
Civil-service rules-----	473
Leave regulations-----	481
Interpreters:	
Fees, payment in foreign countries-----	33p
Hire in foreign countries -----	33q
Intradepartmental transfers -----	458
Inventions:	
By employees, patents on-----	686
Employees, report to Secretary-----	686

Inventions —Continued.	Paragraph
Requests to Patent Office for expediting issuance of patents, regulations-----	687
<i>See also Patents.</i>	
Inventories , property, department heads to keep-----	807
Inventory :	
Construction of term-----	203g
Requirement for nonexpendable property--	236
Investigation , employees, suspension during time-----	464
Investigations :	
By department. employees to have no outside interest in-----	696
Completed, report-----	972
Sick-leave applications-----	519
Suspension during-----	464
Invoices of property, duplicates required-----	233
Island possessions, employees, leave----	484, 952, 987
Itinerary report in travel accounts-----	53d
Janitor service, station expense-----	58e
Jewelry , personal, expressing-----	90
Job :	
Service, temporary appointments for-----	443
Work—	
Limit-----	64
Supplies-----	1f
Joint expenses of travel-----	33r
Journal of Agricultural Research:	
Distribution-----	610
Editorial committee-----	603
Papers-----	587
Judgment , notices of-----	590
Judicial proceedings, employees as witnesses--	688
Jury service, employees-----	689
Justice of the Peace, administration of oath---	14

Key numbers:	Paragraph
On vouchers-----	6b
Use in direction of mailing by Public Printer-----	612
Kitchen utensils, personal, expressing-----	90
 Labels, penalty, use-----	577
Labor:	
Day, legal holiday-----	862
Eight-hour day, establishment-----	837
Regulations, cities having-----	432
Seven-hour day-----	877
Temporary, reports of employment to be made monthly-----	437
Laboratories, installation-----	704
Laboratory:	
Equipment, exchange-----	953
Supplies, purchase-----	65
Laborers:	
Beneficiaries of retirement act-----	527, 532
Day's work, hours-----	837
Eight-hour day-----	478, 860
Field parties, hire of-----	33 <i>l</i>
Outside of Washington, D. C., oath-----	15
Temporary—	
In Washington-----	435
Reports on-----	437
Unclassified—	
Description of duties-----	450
Reinstatement-----	472 <i>a</i>
Unskilled, duties and assignments-----	479
Lake steamer, fees-----	33<i>c, g</i>
Land grant railroads, freight charges-----	87
Lantern slides, sale-----	900
Laundry:	
Allowance-----	33 <i>h, 35f</i>
Expense, towels, station-----	58 <i>e</i>

Laundry—Continued.	Paragraph
Official headquarters, allowance-----	<i>33h(5)</i>
Per diem allowance-----	<i>35f</i>
Period limits-----	<i>33h(5)</i>
Slips, acceptance as subvouchers-----	<i>33h(5)</i>
Subsistence allowance-----	<i>33h(5) 52</i>
Subvouchers for-----	<i>33h(5) 49i</i>
Law:	
Books, purchase-----	878
Clerks, detail authority-----	926
Laws:	
Codification by Budget Bureau-----	993, sec. 210
Relating to statements to Congress, action by President-----	993, sec. 210
State, enforcement by Forest Service em- ployees-----	904
Leases. (<i>See Contracts.</i>)	
Leave of absence:	
Absence—	
In excess of legal limit, deduction of pay on account of-----	523
Without leave-----	525
Annual—	
Affecting per diem-----	37b
Deductions for leave without pay-----	524
Regulations-----	503-508
Sick leave within a period of-----	518
Sundays and holidays-----	23, 33s, 491
Applications for-----	485, 503, 506, 511, 522, 523
Appointment terminated without prejudice, reinstatement-----	490
Authority to grant, headquarters in Wash- ington-----	484
Basis for deduction from annual leave-----	484
Bureau records to be kept-----	498
Certificates, sick leave-----	513-514

1166 REGULATIONS U. S. DEPT. OF AGRICULTURE

Leave of absence—Continued.	Paragraph
Conditions governing granting of sick leave.....	485, 509
Confined to current calendar year.....	482
Consecutive days only.....	506
Cumulation.....	482, 484
Cumulative, employees at certain stations.....	484, 987
Deduction —	
From annual leave, basis for.....	484
From annual leave of absence without pay.....	524
Of pay for absence in excess of legal limit.....	523
Departure and return, report	508
Distribution	504
Educational work of employees	660a, b
Employees —	
Authority and restrictions.....	877, 879, 881
Field, application of.....	484
In Alaska and insular stations..	484, 952, 987
In National Guard.....	484, 967
New, headquarters in Washington....	486
Outside Washington, D. C.....	908
Per diem.....	487, 488, 493
Temporary.....	487
Transferred from other bureaus, departments, etc.....	486
Favor, not a right	480
Field —	
Service regulations.....	484
Serving part of time in Washington....	484
Forms of application	485, 503, 512, 522, 523
Furlough without pay	522
Headquarters in Washington	484

Leave of absence—Continued.

Holidays—	Paragraph
And Sundays.....	23, 335, 491
Per diem employees excused.....	493
State or local.....	492
In travel accounts.....	53d
Inspection of leave records.....	501
Interpretation of regulations.....	481
Investigation of sick-leave application.....	519
Leave allowed on separation from service.....	490
Legal limit, deduction of pay for absence in excess of.....	523
Legality.....	480
Luncheon half hour deducted in fractional absence.....	507
Military leave.....	489
Minimum grants.....	505
New employees.....	486
No leave granted for less than 15 minutes.....	505
Not a right, but a favor.....	480
On Monday or after a holiday, travel expense.....	33s
On transportation request.....	43
Penalties for deception.....	520
Per diem employees.....	487, 488, 493
Quarantine, charges for.....	517
Records.....	498-502
Records, preservation.....	500
Regulations.....	480-494, 499-525
Regulations, interpretation.....	481
Reinstatement, appointment terminated without prejudice.....	490
Revocation.....	483
Saturday afternoons in summer.....	494
Separation from service, accrued leave allowed.....	490

Leave of absence—Continued.

Sick leave—	Paragraph
Affecting per diem.....	37b
Application requirements.....	485
Certificates.....	513, 514
Conditions governing.....	509
For less than one day.....	515
Form of application.....	485, 513, 514
Investigation of.....	519
May be granted before annual leave.....	518
Must be applied for within three days.....	511
Not given for slight ailments.....	516
Penalties for deception.....	502
Regulations.....	509-520
Within a period of annual leave.....	518
Sickness must be reported within 24 hours.....	512
State or local holidays.....	494
Sunday between sick leave and leave without pay.....	491d
Sundays and holidays.....	491
Temporary employees.....	487
Termination of appointment without prejudice, reinstatement.....	490
Time clerk to keep bureau records.....	498
Time of departure and return of employees to be noted.....	508
While traveling.....	33s, 37b, 43, 51
Without pay—	
After Sunday or holiday.....	22
Application.....	522
Deduction from annual leave.....	524
Granting for outside activities.....	660d
Less than day.....	523
Regulations.....	521-525
Temporary employees.....	423
<i>See also</i> Absence.	
Lecture courses, by employees.....	659

Lectures:	Paragraph
Attendance of employees, regulations	656-659
Travel, authorization	3c
<i>See also Travel.</i>	
Ledgers, Bureau expenditures, maintenance, and examination	648
Legal holidays:	
Enumerated	25
Pay of per diem employees	25
Legal limit of leave, deduction of pay for absence in excess of	523
Legends , illustration, examination in bureaus	598
Legislation:	
New—	
For roads, recommendations in report	640
Reference to Budget Bureau	652
Submission first to Budget Bureau Director, then to Congress	652
Pending, information regarding	652
Letter:	
Carriers, retirement age	989, sec. 1, 1000, sec. 2
Form for approval of illustrations	598
“Mail,” designation on envelope	682
Letterheads:	
Individual names forbidden, etc	576
Requisitions for	620
Letters:	
Address, salutation, and close	568
Of authorization—	
Appointments under	457
Number of, in travel accounts	53b
<i>See also Authorization.</i>	
Preparation and transmittal to Civil Serv- ice Commission	411
Signature of Secretary, requirements	568-570
Liabilities , notification to Accounts Division	628

Liability:	Paragraph
Statements, preparation monthly-----	650
Supplies, establishment and use-----	623
Librarian:	
Duty of handling foreign requests for publications-----	616
Maintenance of foreign mailing lists-----	613
Notification by employees of outside publication-----	604
Libraries:	
Free distribution to-----	607
Government publications, use without charge-----	868
List to receive farmers' bulletins and yearbooks-----	615
Responsibility for books and periodicals loaned-----	230
Library:	
Books and periodicals, exchange allowed---	242
Details of employees-----	927
"List," maintenance and supply of department publications-----	615
Mailing lists of-----	615
Of Congress, books from departments-----	885
Lighting plant, supervision -----	714
Lights, department, attention by employee -----	667
Limited trains, extra fares, cash -----	33q, 43
Liquidated damages, contracts, time element -----	74
Lists, manufacturers, etc., for correspondents -----	578
Livery:	
And special transportation, subvoucher-----	36h, 49a
Hire-----	
Actual traveling expenses-----	33j
Not per diem-----	36h
Regulations-----	33j, l
Or special transportation, Form B-----	53g
Or special transportation, Form 5-----	53g
Subvouchers-----	49a

Lodging:	Paragraph
Allowance-----	<i>33h</i> (3), 52
And berth, same night-----	<i>33h</i> (3)
Day, divided into four parts-----	49b
Per diem employees, in lieu of subsistence-----	35b
Subsistence-----	<i>33h</i> , 52
Subvouchers-----	49b
Loss:	
Accounts involving claim for-----	6c
Of freight shipments-----	6c
Of transportation requests-----	43
Or damage in transit, claim for-----	6c
Losses:	
In fire fighting, reimbursement-----	945
Public property, report-----	861
Lost:	
Animals, etc., Forest Service, reimbursement-----	59
Articles, delivery to chief clerk-----	713
Checks-----	11
Property, reimbursement-----	59, 60
Loyalty, appointees, assurance of-----	415
Lump fund:	
Appointments, oath of office-----	15
Appropriation, salaries paid, statement-----	971
Use for salaries, promotions, etc.-----	898
Lump sum:	
Appropriations-----	
In Budget form-----	993, sec. 204
Use for compensation, provisions-----	943
Clerks, statement on-----	<i>627a</i> (2)
Compensation for disabled employees-----	974, sec. 14
Expenditures, schedule required-----	<i>627a</i> (1)
Lunch time:	
Deduction from absence-----	507
Period-----	495

	Paragraph
Machinery, rental, station expenses	58e
Machines:	
Computing etc., report	633
Exchange, report	963
Mail:	
Arrival and departure	678
Domestic postage, payment of	79
Foreign, payment of postage and free	80
Forwarding to changed address	681
Fourth-class	78
Insurance of official	680
Matter—	
First-class, weight limit	966
Fourth-class, designation	874, 942
Weight limit	683
Official—	
Envelopes to certain countries	80
Limitations on	78
Not franked	79
Transmission, envelopes, etc	842, 844
Parcel—	
Post	78
Post over 4 pounds	79
Payment of—	
Domestic postage	79
Foreign postage	80
Postage—	
Domestic	79
On official mail not franked	79
Registered	38, 678-679
Registration—	
In field	79
Of, without fee	38
Regulations	78-80, 678-685
Sacks, improper use	684
Special delivery stamps	79

Mailing:	Paragraph
And distribution of publications-----	605-624
Lists—	
Copies-----	684
Foreign, maintenance by bureaus-----	613
Library-----	615
Research Journal, use-----	610
Revision of-----	614
Publications of department, directions for-----	605
Maintenance of:	
Roads and trails, purchases-----	64
Vehicles-----	627, 632, 653
Vehicles, estimates required-----	954
Manuals , submission to Publications Office-----	591
Manufacturers , lists to correspondents-----	578
Manuscript:	
Form and cleanliness of copy-----	596
Submission for approval-----	604
Manuscripts:	
Additional copies required-----	596b
Approval-----	604
Examination and return by bureaus-----	596b
Handling instructions-----	596
Preparation directions-----	596a
Submission—	
For approval-----	604
To Publications Office-----	593
Tabular matter in-----	596
Maps:	
Etc., Weather Bureau, sale of surplus-----	245
Sale of department-----	896
Slides, prints, etc., sales at cost-----	243
Weather Bureau, sale by department-----	894
Marine , preference in civil list-----	469, 470, 1005, sec. 8
Market , Washington Center, annual report-----	992
Matches , station expenses-----	58e

Material:	Paragraph
For outside publication-----	640
Old, condemned, etc., sales statement required in appendix-----	830
Proceeds from sales of to be deposited, and conditions-----	824
Materials:	
Inflammable, storage of-----	707
Purchase from other Government agencies-----	63
Meals:	
Allowance-----	33 <i>h</i> , 52
And lodging subvouchers-----	49 <i>b</i>
Hours of allowance in travel-----	33 <i>h</i> (1)
Included in transportation charge, per diem-----	37 <i>c</i>
Jointly with another person-----	33 <i>r</i>
On steamers, etc-----	33 <i>a</i>
Per diem-----	35 <i>a</i>
Per diem employees, in lieu of subsistence-----	35 <i>a</i>
Subsistence-----	33 <i>h</i> , 52
Subvouchers required-----	49 <i>d</i>
Travel allowance, and voucher requirements-----	33 <i>a</i>
Meat:	
Inspection—	
Statement in estimates-----	627 <i>c</i>
Work, report by Secretary-----	895
Inspectors, report by Secretary-----	895
Mechanical workshop, lines of work -----	714
Mechanics:	
Day's work, hours-----	837
Eight-hour day-----	478, 860
Hours of duty-----	496
Retirement age-----	989, sec. 1, 1000, sec. 2
Transfers under lump-sum appropriation-----	943
Medical attention:	
Emergency-----	675
Request for-----	676

	Paragraph
Medicine cabinets, keys with chief clerk-----	675
Medicines , purchase of, for personal use-----	33m
Meetings:	
Attendance of employees, regulations---	656-659
Expenses incident to attendance-----	657
Travel authorizations-----	3c
<i>See also</i> Travel.	
Membership fees, payment from public moneys-----	931
Messages. <i>See</i> Telegraph; Telephone.	
Messenger boys, promotion-----	462
Meteorological instruments, issuance to observers-----	858
Mexico , travel in, authorization for-----	2a
Microscopical specimens, sale of samples-----	959
Mileage:	
Allowances in personally-owned vehicle-----	33r
For autos, Forest Service-----	58
Of each trip in motor vehicle-----	33k
Rates—	
Auto or motor cycle -----	33k
Motor vehicles-----	1004
Travel of employees, purchase-----	901
Traveled, actual number, in auto-----	33k
Military:	
Leave of absence-----	485
Organizations, membership of employees--	720
Retirement pay, not double salary-----	965
Milk:	
Bottles to be rinsed as soon as emptied----	709
Sale in department buildings-----	709
Miring of autos, charges-----	33k
Miscellaneous:	
Circulars, character-----	581e
Expenses, Department of Agriculture. (<i>See</i> Contingent fund.)	

Miscellaneous—Continued	Paragraph
Positions, registers of district secretaries	445
Requests, foreign, publications	616
Rules governing travel	38-49
Misconduct:	
As disqualification for appointment	407 <i>a</i>
Employees	466-467
Mississippi , porter fees in	33 <i>c</i> , 33 <i>e</i>
Money:	
Failure to deposit when required, penalty	826, 916
Secretary directed to expend	831
Suits to recover after deposit failure, regulations	827
Withholding by officer or agent, penalty	825
Moneys:	
Advance of, to employees for travel	57
Deposit in full	823
Due United States, responsibility for	12
False accounting, penalty	929
Forest investigation contributions report	638
From sales of old material, disposal	824
Public—	
Advancement from appropriations	882
Embezzlement, penalty	914
In hands of employees leaving service	27
Stolen, penalty for concealment	915
Use for purposes other than designated	832-834
<i>See also</i> Money.	
Month , number of days in salary computation	893
Monthly:	
Liability statements, preparation	650
Salary rates	18
Mortality record of annuitants, table and record	996, sec. 2
Motion:	
Picture—	
Equipment, films, etc., shipment and purchase	715 <i>i, j</i>
Films, sale or rental	977

Motion—Continued.

Pictures—	Paragraph
Expenses in making-----	715
Negatives, sale and distribution-----	715 <i>g, h</i>
Plans, making, management, etc-----	715

Motor:

Boats, exclusion from estimates-----	653
Cycles. (<i>See</i> Vehicles.)	

Vehicles—	
Expenditures, report-----	1003
Hire of-----	33 <i>k</i>
Maintenance, operation, and repair of-----	33 <i>k</i>
Shipment of personal effects-----	90 <i>b</i>

Mucilage , station expense-----	58 <i>e</i>
--	-------------

Municipal employees, expenditures report-----	637
--	-----

Names:

Given, to be written in full on records of department-----	477
On letterheads forbidden-----	576
Uniformity for subdivisions of bureaus-----	602

National Guard:

Members—	
Absence for parade or encampment-----	856
Leave of absence for service-----	485, 884
Military leave-----	967
Yearly training-----	967, sec. 92

Naval:

Retirement pay, not double salary-----	965
Stores, sale of samples-----	959

Navy:

Department radio service-----	84
Supplies of timber, etc., statement by forester in estimates-----	627 <i>d</i>
Use of earth, stone, and timber from national forests-----	958

1178 REGULATIONS U. S. DEPT. OF AGRICULTURE

Newspapers:	Paragraph
Designation for advertisements-----	838, 844
Publication of advertisements-----	<i>2c, 3f</i>
Night letters. (<i>See Telegrams.</i>)	
Nonexpendable property-----	942
North American Fauna, nonserial status-----	582b
Notary:	
Certificate, sick leave-----	485
Public, administration of oaths-----	14, 859
Notice of injury to employee, details. 974, secs. 15-17	
Notices:	
Complimentary-----	606
In newspapers-----	<i>2c, 3f</i>
Inviting bids-----	67
Of judgment, publication-----	590
<i>See also Advertisements.</i>	
Oath of Office:	
Administration, fees, etc-----	422, 859
Allocation-----	15b
At appointment, execution, etc-----	15
Form of-----	15
Preservation in office files-----	817
Who may administer-----	422, 816
Who must take, and form-----	815
Oaths:	
Administration—	
For expense accounts-----	940
To witnesses-----	805
In cases for prosecutions-----	14
Reimbursement accounts-----	54
When required-----	15
Who may administer-----	<i>15²</i> , 422, 816
Without expense to the United States-----	<i>15²</i>
"Observer, Washington," telegram to-----	81

Office:

Hours—	Paragraph
District of Columbia-----	495
Field service-----	497
Oath of -----	15, 422, 815-817, 859
Of inspection—	
Disputed claims, reference to-----	6c
Handling claims due United States-----	12
To examine accounts for Office of the Secretary-----	5c
To transmit agreements, leases, and contracts to General Accounting Office-----	74
Of Supplies, bureau requisitions on-----	72
Of the Secretary, administrative head-----	5c
Of the Solicitor, accounts, administrative examination of-----	5c
Officer or enlisted man of the militia, two salaries-----	17
Officers:	
Agriculture Department-----	810
Reserve Corps—	
Commission to employees-----	720
Leave of absence, restoration-----	980
Salary withheld when in arrears-----	820
Superior, gifts prohibited-----	821
Offices:	
Locking of-----	669
Number to employee, limitation-----	863
Official:	
Business, room in hotel, traveling-----	42
Duty on Sunday or holiday—	
Before leave, expense allowance -----	33s
Per diem allowance -----	37b
Mail—	
Limitation on-----	78
Omitted from outside of envelope-----	79

Official —Continued.	Paragraph
Record, character-----	588
Station, suburban residence-----	33e
Work, personally owned vehicles-----	33k
Officials:	
Subsistence expenses-----	949
To execute oaths in prosecution cases-----	14
Oil:	
And gasoline charges, auto travel-----	33k
Expenditures report-----	632
Lubricating, estimates-----	653
Station expenses-----	58e
Omnibus fares, travel expenses-----	33e, 36f
Open market purchases:	
In accordance with the law-----	5d, (3)
Less than \$50-----	66, 73
Orders:	
Attestation clause-----	692
By interested employees, prohibition -----	75, 982.1
Etc., distribution from publications mailing room-----	605
Executive, uniformity-----	579
Ordinary station expenses, definition-----	58
Outside:	
Publication, material for-----	604
Work—	
Employees-----	661
Retention on rolls-----	660-661
Overtime:	
Allowance, Animal Industry Bureau employees-----	986
Employees, compensation-----	877
Packing , personal effects for shipment-----	90
Pages:	
Measure in words for sizes of type-----	601
Numbers in book, selection-----	601

Panama:	Paragraph
Canal, employees' claims.....	974, sec. 41-42
Railroad Co., employees' claims.....	974, secs. 41-42
Paper , expenditures report.....	636
Papers:	
Examination, confidential.....	419
Submission for publication.....	583
Useless—	
Disposal.....	703, 855
Report.....	634
Report and disposition.....	855
Use of term.....	873
<i>See also</i> Useless papers.	
Parcel post. (<i>See Mail.</i>)	
Parlor car:	
Accomodations, separate trains, requests.....	43
Cash fares.....	33b
Seat—	
Fare.....	52
Not per diem.....	36e
Part-time employment	660b, c
Passenger-carrying motor-driven vehicles	
(<i>See Vehicles.</i>)	
Passes:	
Entrance to department buildings.....	668
To buildings.....	668
Passports, official travel	718
Patent Office , requests for haste in issuance of patents.....	687
Patented or copyrighted articles , purchase.....	68d
Patentees , compensation for unlawful use of patents.....	925
Patents:	
Inventions by employees, procedure for.....	686-687
Issuance to employees.....	849
On inventions by employees.....	686
Request for expediting consideration.....	876

Patents—Continued.	Paragraph
Requests to Patent Office for expediting of—	687
Unlawful use, compensation to employees—	925
Pathological specimens:	
Preparation and sale—	944
Sale at cost—	244
Pay:	
Extra allowances—	819
Increase on transfer, prohibition—	983
Rolls—	
Deduction for retirement fund—	566
Preparation and requirements—	566
<i>See also Salary.</i>	
Payment:	
Demand for telegrams by agents—	39
For telegrams while traveling—	39
Of accounts—	5
Of Postage. (<i>See Mail.</i>)	
Pencil, indelible, or ink, to be used on sub-vouchers—	49
Peddling:	
Canvassing, and soliciting in department buildings prohibited—	710
Prohibition in department buildings—	710
Penalties:	
Absence without leave—	525
For deception, sick-leave application—	520
Penalty:	
Acceptance of voluntary services—	823
Appointment without authority—	847
Concealment of records—	920-921
Concealment of stolen public goods—	915
Embezzlement—	917
Embezzlement of public moneys—	914
Envelopes—	
Labels, etc., use of—	577
Use—	577, 842, 844

Penalty —Continued.	Paragraph
Expenditures in excess of appropriations---	832
Failure to deposit moneys-----	916
False—	
Claims-----	912
Entries in accounts-----	929
Labels, use-----	577
Mutilation, destruction, etc., of books-----	843
Perjury in claim-----	974, sec. 39
Political activities-----	918
Privilege, limitation to mail matter-----	891
Robbery of personal property of United States-----	913
Theft, destruction, etc., of public records	920-921
Violations of—	
Contingent expenses law-----	832
Eight-hour day law-----	860, 930
Pension under war risk insurance act, service period-----	989, sec. 3
Pensions Commissioner:	
Authority in retirement cases-----	989, sec. 4
Report on—	
Annuities-----	996, sec. 2
Retirement annuities-----	989, secs. 13, 16
Per diem :	
Accounts-----	35 <i>a</i> , <i>i</i>
Allowance—	
Accounts, oath not required-----	54
Field work on travel-----	956
Rendition of accounts-----	37
Rules governing-----	37
Bureau chiefs, authorized to allow-----	2 <i>a</i>
Employees—	
Holidays-----	852, 853
Holidays, leave-----	493
Leave of absence-----	485
Legal holiday pay-----	25

Per diem—Continued.

Employees—Continued.	Paragraph
New, compensation-----	419
Pay, Sunday-----	24
Temporary, holiday pay-----	25
Expense account form-----	57
Expenses, regulations-----	32, 34-37
February salary, computation method-----	19
In lieu of actual subsistence-----	35
Items—	
Included in-----	35
Not included in lieu of subsistence-----	36
Leave affecting-----	37b
Not allowed—	
In camps, etc., or on ship-----	37c
When meals are furnished by Government-----	37c
When meals are included in cost of transportation-----	37c
Pay-----	18
Rates—	
And rules governing-----	34, 37a, d
Fixed by Secretary-----	34
Statement in estimates-----	627b(4)
Sundays and holidays preceding and following leave-----	37b
Temporary duty-----	33q, 37d
Periodicals:	
Borrowing from library, and responsibility-----	230
Department, list-----	582c, d, e
Distribution directions-----	607
Library, exchange-----	960
Purchase-----	69
Subscription to Superintendent of Documents-----	607
Perjury in claim, penalty-----	974, sec. 39
Permanent status, giving to temporary appointments-----	436

Personal:	Paragraph
Articles, purchase-----	70
Business, travel on—	
Scrip-----	45
Transportation request-----	43
Effects—	
Excess baggage-----	90
Shipped by personally owned auto-----	33k
Transportation of-----	90
Interest in contracts-----	75
Nature, articles of, purchase of-----	70
Property—	
By freight-----	90
Forest Service and Public Roads em- ployees, shipment-----	90a
In official work, freight-----	90
Shipment by motor truck-----	90
United States, robbery-----	913
Service—	
Appointments, specific salary, and oath-----	15
Compensation, limitation-----	1006
Requirements and exceptions-----	15
Services—	
Over \$50-----	67
Regulations-----	15-30
Subvouchers required-----	49e
<i>See also</i> Salary.	
Telegrams-----	40
Transfers, suburban-----	36g
Use—	
By employees, medicines purchased for-----	2d, 33m
Of room at hotel in daytime, subsist- ence-----	52
Personal-statement sheet:	
Appointments-----	422
Names, requirements-----	477

Personnel:	Paragraph
Changes, recommendations-----	415
Chief, acting for bureau field officer-----	426
Classification Board, composition and duties-----	1005, sec. 3
Office, leave records-----	499
Officer—	
Correspondence with Civil Service Commission-----	411
Duties-----	473, 479
Duties in interdepartmental transfers-----	459
Duties in place of bureau officers-----	426
Duty on request for field employees-----	426
Photographic:	
Lenses, camera boxes, etc., separate reports required-----	229
Prints, sale by department-----	896
Supply by Publication Office-----	598
Physical:	
Examinations, appointees-----	416
Requirements for appointment-----	407b
Physicians:	
Certificate—	
For disability-----	989, sec. 5
For sick leave-----	485
Of injury to employee-----	974, secs. 19, 21, 22
Designation for treatment of injured em- ployee-----	676
Pictures, motion, regulations-----	715
Place:	
Of duty and place of lodging, fares be- tween-----	33e, h, 52
Where meals are taken and place of duty, fares between-----	33e, h, 52
Points between which:	
Long distance telephone messages made-----	33i
Travel is performed to be shown-----	53e

	Paragraph
Political:	
Activities, restrictions and privileges-----	693
Activity prohibited-----	693
Contributions, activities of employees, penalty-----	918
Porter fees:	
Hotel, in Arkansas -----	33f
In foreign countries-----	33q
Not per diem-----	26j
On trains or steamers-----	33c
Prohibited in certain States-----	33f
Traveling, classed as transportation-----	52
Porterage:	
Of baggage at depots, etc-----	33f
Rates at docks, etc-----	33f
Porto Rico:	
Employees—	
Cumulative leave-----	987
Leave of absence-----	484, 952
Leave of absence of employees-----	484
Positions:	
Exceptions from examinations -----	450
State and Territorial-----	476
Post office:	
Box rent-----	58e
Box rent, subvoucher required-----	61b
Department, Accounts Bureau-----	993, sec. 304
Post roads, rural, construction of, statement of expenditures-----	690
Postage:	
Avoidance by fraudulent use of official en- velope, penalty-----	922
Necessary, station expense-----	58b
<i>See also Mail.</i>	
Postal clerks, retirement age 989, sec. 1, 1000, sec. 2	
President:	
Authority to suspend eight-hour law-----	979
Transmission of Budget to Congress-----	993, sec. 201

Press:	Paragraph
Free distribution to-----	607
Service, dissemination of information-----	611
Pressing clothing, subsistence-----	33h
Prices:	
Fixed by legislation or regulation-----	68f
Publications, notification to applicants-----	608
Printed cards, requisitions for-----	620
Printer , Public, supplies to department-----	8, 883
Printing:	
And binding—	
Allotment, items to be charged-----	883
Estimates, separation from other items-----	627a (1)
Letterheads and printed cards-----	620
Paper stock-----	619
Printing fund, expenditure-----	621
Requisitions-----	623
Rush orders for printing forms-----	622
Cost, increase by rush orders-----	622
Equity, surplus, disposal-----	985
Field. (<i>See</i> Field printing.)	
Fund—	
Administration-----	623
Charges on proof alterations-----	597
Expenditure preference-----	621
Preference-----	621
Government publications-----	869
Joint Committee, authority-----	985
Office—	
Disturbance by rush orders-----	622
Government, work of department-----	985
Orders for, initialing and prorating-----	623
Rush orders—	
Avoidance-----	622
Explanation to accompany-----	622

Prints:	Paragraph
Films, slides, etc., sales at cost-----	243
Negative, sale-----	900
Private:	
Business, use of official telephone for, prohibited-----	706
Individuals, firms, etc., work for-----	661
Residence, telephone in-----	85
Probationary appointees, reports on-----	423
Proclamations:	
Attestation clause-----	692
Uniformity-----	579
Professional and scientific service, grades and rates of pay-----	1005, sec. 13
Progress reports, filing-----	646
Project statements, maintenance in files-----	645
Projects: Continuance, statement on -----	627a (7)
Promotion:	
Employees-----	462-463
Employees beyond retirement age-----	546
Promotions:	
Clerical and subclerical-----	462
Date effective-----	417
Efficiency register to govern-----	415
Oath of office-----	15a
Recommendations, procedure-----	415
Scientific employees-----	415, 463
Proof:	
Alterations and corrections, avoidance-----	597
Changes, avoidance-----	597
Property:	
Accountability on retirement to be checked. 5d (1)	
Acquisition by department-----	204
Appropriation for personal use, and penalty-----	215
At field stations, sale or other disposition of-----	212
Classification-----	207

Property—Continued.

	Paragraph
Condemned—	
Personal use by employees forbidden—	221
Use for repairs—	220
Disposition when ordered destroyed, and certificate requirement—	222
Employees who may not purchase—	223
Exhibits material, loaning permitted—	228
Expendable and nonexpendable—	942
Field purchases, invoices required—	234
Improvements, records keeping—	216
Individual accountability and receipts—	209
Inventories, department heads to keep—	807
Invoices and receipts, when required and made—	231, 232
Keeping in storage when not in use—	217
Losses, reports—	861
Lost—	
Or damaged, reimbursement, special forms—	59 (1), 60
Stolen, destroyed, damaged, etc., plac- ing responsibility—	210
Marking for identification—	225
Misuse by employees forbidden—	226
Nonexpendable, inventory and inspection requirements—	236
Not to be given for supplies—	218
Personal, used in official work, freight—	90
Procedure on death of official in charge—	238
Public—	
In hands of employees leaving service—	27
Proceeds of sales—	875
Proceeds of sales, statements—	892
Receipts of in a bureau—	205
Records keeping by bureaus—	208
Regulations—	
Of department—	203-249
Terms construed—	203a, g

Property—Continued.	Paragraph
Report of proceeds of sale to Congress..	924
Responsibility for-----	206
Return, construction of term-----	203g
Returns, certificate of losses-----	861
Sale—	
Advertisements required-----	212
As "Surplus," and methods-----	212
Authorized by law, no bond action needed-----	213
By one survey board to another pro- hibited-----	212
Destruction, or abandonment by field party, conditions-----	214
Or other disposition in Washington--	211
Sales, duties of boards of survey-----	212
Supplies and equipment, requisition re- quirement-----	235
Supply Division, inspection of records---	224
Transfer, expense allowance-----	928
Unserviceable, to be reported-----	219
Proposals. (<i>See</i> Advertisements and Bids.)	
Prosecutions, affidavits and acknowledg- ments-----	14
Public:	
Announcement of examinations, field posi- tions-----	451
Dispatches, not for personal business-----	40
Library, books from departments-----	885
Moneys Division, Treasury Department, duties transfer-----	993, sec. 308
Necessity, taxicab hire-----	33e, 36f
Or regular means of transportation not available-----	33k

Public—Continued.	Paragraph
Printer—	
Order on handling copy for illustrations-----	598
Requisition of printing equipment-----	985
Supplies to departments-----	883
Property, sale, report to Congress-----	924
<i>See also</i> Property.	
Purposes, property to be used for, excess baggage-----	33d
Roads, Bureau of—	
Bids, \$1,000 or less-----	73
Personal property shipment-----	90a
Purchase order limits-----	64
<i>See also</i> Roads.	
Transportation not available-----	33j
Publication:	
Of advertisements, notices, and proposals-----	2c,
	3f, 838, 841
Outside—	
Character of matter permitted-----	604
Permits to employees-----	604
Work, regulations-----	581-624
Publications:	
Additional copies to foreign addresses-----	616
Agricultural Research, Journal of, distribution of-----	610
Announcements, regulatory-----	582d
Annual—	
Detailed report-----	991
Reports-----	582a, 584-586, 991
Approval of mailing-----	605
Articles for news syndicates-----	611
Bulletins—	
And reports, department series -----	581
Farmers-----	581
Bureau foreign mailing lists-----	613

Publications —Continued.	Paragraph
Cards, printed	620
Classes mailed by Office of Publications	605
Complimentary notices	606
Covers for, limits	599
Decisions, notices of	590
Department—	
Bulletins, style and size of editions	601
Series and character	581–607
Distribution—	
And mailing	605–615
Designation of areas	612
Preferences	608
Restriction to 50 copies	605
Supervision	605
Supplies	623
To consular offices	615
Examination and manuscripts	593, 596–601
Exchange list in library	615
Exchanges sent to library	617
Expenditures of printing fund	621
Farmers' bulletins	581a
Foreign mailing lists of bureaus	613
Foreign requests, disposal of	616
Government—	
Free use	868
Printing at Government Printing Office	869
Receipts and distribution accounts	871
Handbooks and manuals	591
Illustrations	598
Individual, form of	590
International exchange, Smithsonian Institution	618
Issue to originating bureau	612
Journal of Agricultural Research—	
Distribution	610
Editorial committee	603

Publications—Continued.	Paragraph
Judgment, notices of-----	590
Letterheads and printed cards-----	620
Library mailing lists-----	615
List mailable with postage prepaid-----	618
Lists, classification-----	582 ^b
Mailing—	
And distribution-----	605-615
By Office of Publications-----	605
By Superintendent of Documents-----	605
Lists, revision of-----	614
Within United States, directions-----	612
Manuscripts—	
And proofs, examination of---	593, 596-601
For, points in statement submitting---	593
Manuals and handbooks, character---	591
Material for outside publication-----	604
Miscellaneous foreign requests-----	616
Nonserial, classes-----	582
Notices of Judgment-----	590
Number of pages undesirable-----	601
Office—	
Approval and handling of field printing-----	624
Approval of special covers-----	599
Duty in giving notice of manuscripts-----	596 ^b
Duty in handling foreign requests-----	616
Duty in ordering reprints-----	594
Handling of manuscripts, instructions-----	596
Issue of printing requisitions-----	619
Keeping publications for use in official work-----	612
Mailing of publications-----	605
Record and report of foreign postage-----	613
Requisitions for paper and envelopes-----	623
Submission of terminology questions to Committee-----	602

Publications—Continued.

Office—Continued.	Paragraph
Supervision of distribution-----	607
Supply for bureaus in official work-----	612
Outside publication, material for-----	604
Papers submitted for, character-----	503
Preference in distribution-----	608
Preparation-----	596–602
Prices, notification to applicants-----	608
Printing—	
And binding-----	619–622
Fund, expenditure of-----	621
Proof, corrections and alterations-----	597
Quarantine, notices of-----	590
Receipts and distribution-----	635, 636
Reference lists, preparation-----	592
References to commercial enterprises-----	600
Regulatory announcements-----	582d, 590
Reports and bulletins, department series-----	580
Requisitions for printing and binding-----	619
Revision of mailing lists-----	614
Serial—	
Definition-----	482c
Uniformity requirements-----	581
Service—	
And regulatory announcements, character-----	582d, 590
Announcements, distribution of-----	590
Subscription for department, advance payment-----	910
Supply to originating bureau-----	612
Use by officials, ownership, etc-----	868
Weather Bureau, sale by department-----	894
Yearbook of department, character-----	586

See also Documents.

Publicity experts:

Compensation restriction-----	948
Prohibition of maintenance-----	406

Pullman:	Paragraph
Accommodations, telegrams reserving not per diem-----	36k
Car accommodations, separate transportation request required for-----	43
Change, transfer check-----	43
Fares-----	
Berth or seat shared with others-----	33b
Cash, receipt requirement-----	33b
<i>See also</i> Fares.	
Porter fees per diem-----	36j
Rates, through-----	43
Pulmonary tuberculosis, employees afflicted with-----	674
Purchase:	
Supplies for editorial and distribution work-----	623
Vehicles-----	627(6)
Vehicles, restriction-----	954
Purchases:	
And sales, Director, supply purchase authority required-----	64
Articles chargeable to contingent fund-----	939
Open-market, advertisement proposals, conditions-----	836
Orders for-----	834
Personal articles-----	70
<i>See also</i> Supplies.	
Quarantine:	
Leave charges-----	517
Notices of-----	590
Report, time limit-----	512
Quarterly accounts rendition of, by disbursing clerk-----	651
Questionnaires , approval of Secretary-----	568

Radiograms:	Paragraph
And cablegrams-----	84
Secretary's signature-----	84
Through Navy Department-----	84
Railroad:	
And other fares, charges for must show points visited-----	53e
Fare—	
Not per diem-----	36a
“Transportation”-----	52
Initials on cash fare travel report-----	33b
Rates:	
Fixed by legislation, etc-----	68f
Locally prevailing, fares-----	33e
Lowest available, stateroom-----	43
Per mile, auto travel-----	33k
Salary-----	18
Weather Bureau telegrams-----	39
Ratings, efficiency -----	461
Receipts:	
For property, duplicates required-----	233
<i>See also</i> Subvouchers.	
Recording clocks, purchase -----	880
Records:	
Bureau, maintenance-----	648
Department—	
Copies, production on request-----	690
Names thereon to be written in full-----	477
Requests for copies-----	690
Departmental, examination by Comptrol- ler General-----	993, sec. 313
Employees, report to Civil Service Com- mission-----	996, sec. 2
Keeping in bureaus-----	208, 498
Leave, inspection of-----	501
United States, destruction, concealment, etc., penalties-----	920-921
106269°—24†—42	

	Paragraph
Reduction or removal of employees -----	465
Reductions for inefficiency -----	1005, sec. 9
Reference:	
Books, purchase-----	70, 878
Lists, issue-----	592
Number on vouchers-----	6b
Refunds:	
Forest Service, report-----	639
On unused portions of tickets or scrip, collection of-----	48
Redeposit on reinstatement-----	562
Retirement deductions—	
From salary-----	551-555
Upon transfer to other department-----	554, 555
Registered mail:	
Contracts-----	74
While traveling-----	38
Registers, district:	
Positions for field service-----	445
Secretaries-----	445
Registration:	
Fee, station expenses-----	58b
Mail—	
Free by employees-----	679
In field. (<i>See Mail.</i>)	
Registry:	
Fee unnecessary while traveling-----	38
Return receipt, contracts-----	74
Regulations:	
Departmental, head of each department to prescribe-----	802
Leave, interpretation of-----	481
Regulatory announcements -----	590, 609
Reimbursement:	
Accounts—	
For per diem, form-----	57
Must be sworn to-----	54
<i>See also Accounts.</i>	

Reimbursement —Continued.	Paragraph
Government employees for personally owned property-----	60
Lost —	
Damaged or destroyed animals or equipment, Forest Service-----	59
Or damaged private property, proced- ure-----	59.1, 60
Per diem —	
Accounts-----	54
Travel-----	50
Private property lost or damaged through fault of employees-----	59 (1)
State taxes -----	56
Subsistence not to exceed \$5 per day-----	33
Supplies bought for department from con- tingent fund-----	72
Travel accounts, preparation -----	53
Reinstatement :	
After 15 years service-----	560
Employees, dismissed without prejudice, etc-----	468-472
For benefits of retirement act-----	561
Limitations-----	470
Requirements and restrictions-----	558-563
Removal or reduction of employees-----	465
Rent :	
Accounts, preparation -----	10
Expenditures, statement in estimates-----	627b(1)
Fractional part of a month-----	10
Letter of authorization for-----	10
Of room for official—	
Business-----	42, 49c
Business classed as "Transportation"-----	52
Station expense-----	58e
Subvoucher required-----	49c, 61c

Rental:	Paragraph
Buildings, reports-----	848
Of post office box, station expense-----	58e
Of telephone, station expense-----	58e
Of tools, etc., station expense-----	58e
Rented buildings, statement in estimates -----	627b(3)
Repairs:	
Necessary, station expense-----	58c
Vehicles, estimates-----	653
Report:	
Annual, Center Market-----	992
Department publications annual-----	991
Exchanges of passenger vehicles-----	978
Expenditures for motor vehicles-----	1003
Secretary, time and character-----	584
Reporting:	
For duty—	
Expenses incident to-----	16
Expenses of new appointee-----	421
Travel expenses-----	16
Purchase of scrip books-----	46
Use of scrip-----	47
Reports:	
Agricultural experiment stations and colleges, work and expenditures-----	642
Annual-----	584, 585
Annual, roads construction-----	640
Annual to Congress-----	625-655
Bureau accounts-----	649
Chiefs of bureaus-----	585
Compensation or expenses paid to officers or employees of State, county, or municipal governments-----	637
Comptroller General-----	993, sec. 312
Condition of work-----	655
Contagious diseases of animals, suppression, etc-----	641

Reports—Continued.	Paragraph
Cooperative work, financial matters in connection with-----	643
Department—	
Sale, charges, etc-----	691
Series, character-----	581
Efficiency-----	461
Estimates of appropriations-----	627
Exchanges of typewriters, etc-----	633
Expenditures—	
And means adopted in the suppression of contagious diseases of domestic animals-----	641
For construction of rural post roads-----	640
For purchase, maintenance, repair, and operation of vehicles-----	632
Miscellaneous-----	625—655
Miscellaneous financial statements for Congress-----	644
Moneys received as contributions for co-operative work in forest investigations-----	638
Monthly liability statement-----	650
New lines of work-----	647
Papers, useless-----	634
Preparation of, clerical help-----	33n
Progress-----	646
Project statements-----	645
Publications issued, cost, etc-----	636
Publications received and distributed-----	635
Refunds to depositors-----	639
Rendition of quarterly accounts by disbursing clerk-----	651
Secretary-----	584
Statement of expenditures for the Department of Agriculture-----	628
Statutory, classification-----	582a
Submission of statements for-----	627a, b, c, d

Reports—Continued.	Paragraph
Travel	631
Vehicles, purchase, etc.	632
Representatives, correspondence with, requirements	568
Reprimand:	
Bureau, for misconduct	466
Employees	466
Reprints:	
Numbering and changes	595
Requests for, routine	594
Research Journal separates, restriction	610
Requisitions, printing:	
And binding	619
Issue by Publications Office	619
Research:	
Journal—	
Distribution restrictions	610
Separates, distribution	610
<i>See also</i> Journal.	
Work, supplies, purchase	65
Reservation of hotel accommodations by wire.	33h
Reservations, Indian, employees prohibited from visiting	698
Residence:	
In suburb of official station	33e, 36g
Legal, proving by appointee	458
Resignation:	
Final salary payment	27
Temporary appointees	441
Restrictions:	
Date for reports of expenditures	628
Dates for—	
Preparation of statements	627, 628, 629
Reports, etc.	585, 631, 633-641
Distribution of publications	605-615
Mailing lists	685
Proof of alterations	597

Restrictions —Continued.	Paragraph
Publication, on reports-----	583-585
Purchase orders-----	64
Research—	
Journal, distribution-----	610
Papers-----	587
Size of bulletins-----	596d
Temporary appointments-----	433
Time for—	
Examination of quarterly accounts-----	651
Secretary's report-----	584
Travel allowance-----	33
Retired:	
Officer or enlisted man, payment of two salaries to-----	17
Or active pay of \$2,500 of officers and enlisted men bars appointment in Department of Agriculture-----	17
Retirement:	
Act—	
Administration-----	989, sec. 4
Amendment, February 14, 1922-----	996
Amendment, June 17, 1922-----	999
Amendment, September 22, 1922-----	1000
Annual estimates for continuing-----	989, sec. 15
Appropriations for carrying out-----	989, sec. 15
Benefits, by classes-----	532
May 22, 1920-----	989, secs. 1-17
May 22, 1920, vouchers-----	9
Age, limits-----	536, 989, sec. 1
Compensation accounts to be verified-----	5d (1)
Deductions—	
Consolidated record-----	567
Departmental record-----	565-567
Eligibles, reports and recommendations-----	543
For—	
Age, reinstatement-----	558
Disability-----	989, sec. 5

Retirement—Continued.

Fund—	Paragraph
Deductions from salaries.....	547-550
Source and investment.....	989, sec. 8
Leave.....	485, 490
Pay, Army, Navy, etc., not double salary.....	965
Postponement provisions.....	540, 544-545
Under acts of Congress.....	526-567
Revision of mailing lists.....	614
Revisions , publication, numbering and changes.....	595
River steamer , porter fees on.....	33e
Road construction :	
Annual reports.....	640
Purchase orders limit.....	64
Work, advertisement.....	995
Roads :	
Bureau, chief, report on post road building.....	640
Forest—	
Appropriations.....	968, 984, 995
Expenditures from receipts.....	946, 968
Office, record of retirement deductions....	567
Rural post, statement of expenditures for construction.....	640
Robbery , personal property of United States.....	913
Roller towels , miscellaneous use prohibited....	672
Room :	
At hotel in daytime.....	33 <i>h</i> , 52
Personal use in day, allowance.....	52
Rent of, subvoucher required.....	49 <i>c</i>
Use in official business while traveling.....	42, 49 <i>c</i>
Rooms :	
Locking of, regulations for.....	669
Sanitary condition of.....	666
Routes , direct, to be used.....	41
Rules :	
Civil-service—	
Field-service appointments subject to.....	624
Interpretation of.....	473

Rules —Continued.		Paragraph
Per diem allowance	-----	37
Travel	-----	38-49
Rush slips, use and significance	-----	580
Sacks , mail, improper use	-----	684
Saddle :		
Animals furnished by Forest Service	-----	59
Exclusion from vehicles, report	-----	632
Horses, exclusion from estimates	-----	653
Sailor , preference in civil list	---	469, 470, 1005, sec. 8
Salaries :		
Agriculture Department, estimates, sub- mission	-----	971
And titles of appropriations for lump-sum employees	-----	627a (3)
Appropriation chargeable	-----	420
Division and computation	-----	893
Double, restrictions	-----	17, 818, 965
Payment from bureau of employee, restric- tion	-----	898
Two, same employee	-----	17
Salary :		
Absence—		
Sunday or holiday	-----	22, 23
Without pay	-----	21
Accounts—		
Field station, preparation	-----	9
Preparation of	-----	9
Adjustment when Sunday or holiday in- volved	-----	22-25
Allowances for Sunday not holiday ab- sence	-----	23
Assignment of	-----	29
Attachment for debts	-----	30
Average annual basic, definition	-----	535
Basic, definition of term	-----	989, sec. 2

Salary—Continued.

	Paragraph
Basis for annuity under retirement act	532, 535
Changes, date effective	417
Combined of \$2,000 per annum	17
Deduction for Sunday and holiday absence	30
Deductions—	
For retirement fund	547-550,
989, secs. 8, 9, 990	
On transfer of employee	989, sec. 10
Refunded in certain cases	989, sec. 11
Withdrawn, return	1000, sec. 4
Double	17, 818, 965
Due deceased employee, payment and statement	
Employee, from Government only	557
February	17
February, computation methods	19
Final payment, conditions governing	19
For services terminating during month	27
Fractional part of month	26
Funds to which chargeable	26
Garnishment for debt	420
Legal holiday, per diem employees	30
Loss for absence without pay	25
New appointees	523
Per diem employees	419
Rates, computation methods	18
Regulations	18-30
Services terminating during month	15
Specified rate of	24
Sunday, per diem employees	75-113
Tables	20
Thirty-first, day	
Sale:	
Animals or animal products	962
Card index, disposition of proceeds	961
Of milk in buildings of department	709

Sales:	Paragraph
Breeding animals, etc., disposition of proceeds-----	932
Public property—	
Disposition of proceeds-----	875,
892, 894, 896, 897, 900, 906, 907	
Proceeds-----	875
Proceeds, statements-----	892
Separate report to Congress-----	924
Samples:	
Subvouchers not required-----	62
Sugar, naval stores, etc., sale-----	959
Sanitation, department buildings-----	666
School boards, service of employees-----	662
Scientific:	
And professional service, grades and rates of pay-----	1005, sec. 13
Apparatus—	
Freight, transocean shipment-----	89
Supplies, purchase of-----	65
Employees—	
Promotion-----	463
Salaries exception-----	943
Scrip:	
Book—	
Covers, unused-----	48
Purchase of-----	44, 46
Purchased with transportation requests-----	43
Books—	
Reporting purchase of-----	46
Reporting use of-----	47
Unused portion, refunds-----	48
Use, limitation-----	45
In hands of employees leaving service-----	27
Seal:	
Department, fraudulent use, penalty-----	982
For General Accounting Office-----	993, sec. 301
In executing papers-----	14

Secretary:	Paragraph
Action in case of misconduct of employee	467
Agriculture, appointment and authority	854
Annual report	584, 872
Annual report—	
Of expenditures of	812
Of experiment stations	889
Time and character	584
Annual reports to Secretary	877
Approval—	
Necessary on excess purchase orders	64
Purchase orders	64
Authorization, general letter	2
Control of department	854
Decision conclusive on accounts	7
Definition of word	1b, 203b
District, duties	424-425, 427-432, 438-450
Duty of reference of new legislation to	
Budget Bureau	652
Financial statement to Secretary of	
Treasury	892
Letters for, requirements	568-570
Office—	
Details to and from	898
Handling of financial statements to	
Congress	643
Review new work information	647
Review of reports	633
Statement on contingent fund	629
Report—	
Annual	584, 872
Of meat inspection work	895
Of work quarterly to President	655
On refunds to forest claimants	897
On travel of employees, expenses, business, etc	902
Signature, radio messages	84

Secretary —Continued.	Paragraph
To direct Agriculture Department ex- penditures-----	831
Transmittal of estimates-----	627
Seed and plant inventories, nonserial status-----	582b
Senators , correspondence with, requirements-----	568
Separation from service:	
Leave-----	490
Refunds of retirement deductions-----	551-555
Surrender of identification card-----	722
Serial publications -----	580
Service :	
And Regulatory Announcements—	
Character and form-----	590
Classification-----	582d
Announcements, distribution restriction-----	609
Credit, application-----	563
Employees, seven-hour day-----	877
Length of, computation-----	536, 989, sec. 3
On commissions, councils, boards, etc., compensation-----	663
On juries-----	689
Period—	
Computation-----	536, 989, sec. 3
Extension after retirement age-----	989, sec. 6
Voluntary, acceptance prohibited-----	405
Services :	
Duplication, statement in estimates-----	627a (7)
Fractional part of a month-----	10
Other than personal, regulations-----	63-77
Personal—	
Regulations. (<i>See also Salary</i>)-----	15-30
Subvoucher for, when required-----	49e
Voluntary, excess of provision-----	832, 850
Set-off in case of claim due United States-----	12
Ship , meals on not per diem-----	37c
Shipments . (<i>See Freight and Express</i> .)	

	Paragraph
Shipping personally owned auto by freight	90
Shoeing horses:	
Estimates-----	653
Expenditures report-----	632
Shops, mechanical, payment for work	998
Shopwork:	
Mechanical, requests, regulations-----	714
Supervision-----	714
Sick leave:	
Affecting per diem-----	37b
Application-----	511
Authority and restrictions-----	877
Certificates-----	485, 513
Extension-----	509c
Extension and restrictions-----	877
Investigation of absentee-----	519, 520
Less than one day-----	515
Regulations-----	509-520
Relation to annual leave-----	510
Sunday or holidays-----	22-25
Two-day periods, limitation-----	514
<i>See also</i> Leave of absence.	
Sickness:	
During annual leave-----	518
In family, leave to employees-----	877
Report, time limit-----	512
Sudden, attention-----	675-677
Sleeping berth. (See Berth.)	
Sleeping cars:	
Accommodations, transportation request for-----	43
Cash fares-----	33b
Fare, transportation-----	52
Smithsonian:	
Dispatch of publications abroad-----	618
International exchange, regulations-----	618

	Paragraph
Smoking , restrictions in department buildings-----	711
Soap , station expense-----	58e
Soils , analyses for private parties-----	702
Soldiers , etc., preference in civil list-----	469,
	470, 1005, sec. 8
Soliciting , canvassing, and peddling prohibited-----	710
Solicitor :	
Consultation in preparing estimates-----	627
Duty when officer is in arrears-----	820
To prepare agreements, leases, contracts-----	74
Special :	
Agents, bonds required-----	822
Conveyance-----	33j
Delivery—	
Postage, station expense-----	58b
Stamps. (<i>See Mail</i>)-----	
Deputy fiscal agents, detail of-----	13
Equipment for employees-----	70
Examinations, conditions of requirement-----	475
Fiscal agents-----	5h
Rates for Weather Bureau telegrams-----	39
Specifications , bids-----	73
Specimens :	
Pathological and zoological, sale at cost-----	244
Sale, disposition of receipts-----	944
Sugar, naval stores, and microscopical, sale at cost to public institutions-----	246
Speculation , cotton, prohibition-----	695
Spelling , uniformity in publications-----	602
Stabling of horses, charge-----	33j, 49b
Stage coach :	
Allowable fare-----	33a
Fare—	
Not per diem-----	36h
“Transportation”-----	52

1212 REGULATIONS U. S. DEPT. OF AGRICULTURE

	Paragraph
Standards, official, sale-----	957
State:	
And territorial positions-----	476
Employees, expenditures for report-----	637
Officials, payments by department, report to Congress-----	905
Or local holidays-----	492
Taxes-----	56
Statement:	
Of—	
Expenditures-----	628
Necessity for use of berth and room, same night-----	33h
Travel performed in reimbursement account-----	53d
To accompany claim for reimbursement for damage to property-----	60
Statements:	
Monthly liability, requirement from all bureaus-----	650
Projects-----	645
To Congress-----	625-656
To Congress, laws relating to, action by President-----	993, sec. 210
Stateroom:	
Occupied jointly-----	33r
On ship, on transportation request-----	43
On steamer—	
Allowance-----	36d, 52
Not per diem-----	36d
“Transportation”-----	52
States in which porter fees not allowed-----	33c
Station:	
And field expenses, regulations-----	58a, e
Expenses—	
Definition-----	58
Items included-----	58
Work purchase orders-----	64

Stationery:	Paragraph
Department, standardization-----	575
Station expenses-----	58e
Supply to department branches-----	623
Statistical bulletins, character-----	581c
Statistics, false, issuance-----	694
Stealing, public records, etc., penalties-----	920-921
Steamer:	
Chair, allowance-----	33g
Fare—	
Allowable-----	33a
Not per diem-----	36a
“Transportation”-----	52
Fees on-----	33g, 35d
Stateroom not per diem-----	36d
Steamers, American, use for official travel-----	719
Stenographers, certification requests-----	410
Stenographic and typewriting service-----	33n
Stewards:	
Cabin and deck—	
Fees-----	33g, 52
Fees, not per diem-----	36b
Dining room, steamer, fees-----	33g, 35d
Fees-----	33g, 52
Fees “Transportation”-----	52
Stolen property of United States, concealment.	915
Storage:	
Charges—	
On baggage-----	33e
On public property, station expenses-----	58c
Transportation-----	52
Claims-----	6a
Inflammable materials and supplies-----	707
Personally owned vehicles-----	33k
Subvouchers for, when required-----	49f
Storerooms, locking of-----	669

Street car fares:	Paragraph
Actual traveling-----	33e
Allowance to employees-----	935
Between lodging and place of business, subsistence-----	52
Not between lodging and place of business, transportation-----	52
Not per diem-----	36f
Per diem-----	35h
Station expenses-----	58e
Subsistence-----	33h
<i>See also Fares.</i>	
Style Book, Printing, authority-----	597
Subprofessional service, grades and rates of pay-----	1005, sec. 13
Subscriptions, publications for department, advance payment-----	910
Subsistence:	
During temporary duty-----	33o
Employees as witnesses-----	88c
Expenses—	
Classified-----	52
Field parties-----	33l
Fire fighters and others-----	33l
In lieu of other compensation-----	33l
Items included in and limitations-----	33h
Joint-----	33r
Maximum allowance-----	33h
Not to exceed \$5 per day-----	33, 33h
Of animals furnished by Forest Service-----	59
Officials-----	949
Per diem-----	35i
Per diem in lieu of, items included-----	35
Per diem in lieu of, items not included-----	36
Sundays and holidays preceding and following leave-----	33s
Supplies for field parties-----	33l
Temporary duty in one locality-----	33o

Suburban residence:	Paragraph
Of employees, freight charges to-----	90
Official station of employee-----	33e
Subvouchers:	
For—	
Cleaning and pressing clothing-----	<i>33h</i>
Express charges-----	49 <i>j</i> , 93
Laundry-----	<i>33h</i> (5)
Post office box rent-----	61 <i>b</i>
Samples not required-----	62
Form-----	41-44
General-----	49, 61
On hotel bill heads-----	49 <i>b</i>
Supplies, etc., sample forms-----	57
When required, erasures and alterations-----	49 <i>h</i> , 61
Sugar, pure, sale of samples-----	959
Sunday:	
Absence, deduction of pay-----	22
Holiday in District of Columbia-----	846
Leave affecting per diem-----	37 <i>b</i>
Or holiday in sick leave-----	23
Pay of per diem employees-----	24
Travel expense, before leave-----	33 <i>s</i>
Sundays:	
Exclusion in annual leave-----	881
Leave of absence-----	98, 491, 492
Salary payments-----	22-25
Superintendent of:	
Department buildings, chief clerk-----	887
Documents—	
Distribution of publications-----	605
Sale of service announcements-----	609
Supper, hour in travel-----	<i>33h</i> (1)
Supplies:	
Acceptance of bids, contract, and bond----	64, 73
Accounts—	
For, requiring approval of Secretary--	64
Preparation-----	10

Supplies—Continued.

And—

	Paragraph
Apparatus, special bids on-----	74
Service other than personal, regulations-----	63-77
Authority—	
For purchase-----	63
Of chiefs of bureaus to issue orders for-----	2b
Books, blanks, etc., requisition on Public Printer-----	883
Committee, creation and duties-----	923
Definition of word-----	1f
Deliveries under proposals-----	76
Department, purchase through Supplies Committee-----	923
Drayage in Washington-----	77
Economy in use-----	700
Exigency conditions and statement-----	68
Field parties-----	33l
In excess of \$50, purchase of-----	67
Inflammable, storage-----	707
Itemized statement monthly-----	623
Limitations on bureau purchase orders-----	64
Minor purchases-----	981
Necessary, station expenses-----	58e
Outside of Washington, D. C., General Supply Committee contracts-----	65
Particular, specified in bids-----	73
Patented, purchase of-----	68d
Personal—	
Interests in contracts-----	75
Purchases-----	70
Purchase—	
At close of fiscal year-----	71
Authority for-----	63
Bearing State tax-----	56
From contingent expenses-----	72, 934

Supplies—Continued.

Purchase—Continued.	Paragraph
From contingent fund, available for bureau use-----	72
Of books and periodicals-----	69
Order limits-----	64
Orders, issue of authorized by Secre- tary-----	2b
Orders not to be split-----	66
Orders requiring approval of Director of Purchase and Sales-----	64
Procedure-----	5d (3)
Requiring approval Secretary-----	64
 Purchases—	
Bearing State tax-----	56
Competition required-----	67
From different dealers-----	49g
From General Supply Committee con- tracts-----	65
From other Government agencies-----	63
In excess of \$50-----	67
In excess of \$50 without competition-----	68
Less than \$50-----	66, 73
Of articles of personal nature-----	70
Of books and periodicals-----	69
Of furniture, station expenses-----	58e
Of, limit-----	64
Of \$2,500 or more, advertising-----	67
Of passenger-carrying motor-driven vehicles-----	2e, 3e
Of samples-----	62
Of scrip books-----	44, 46
Open market-----	66
Open market, less than \$50-----	73
Over \$50-----	67, 68
Over \$500-----	64
Over \$1,000-----	64
Without competition-----	66, 68

Supplies—Continued.	Paragraph
Quantities specified in bids-----	73
Subsistence, for field parties-----	33 <i>l</i>
Subvoucher for, when required-----	49 <i>g</i>
Time element in contracts, liquidated damages-----	74
Supply Committee, General, purchases from -----	65
Surplus funds, expending at close of fiscal year -----	71
Suspended items, resubmission in accounts -----	55
Suspension, employees during investigation -----	464
Suspensions:	
Accounts-----	5 <i>d</i> (5)
Adjustment-----	7
Resubmission of-----	55
Tableware, personal, by express -----	90
Tabular matter, separation in copy -----	596
Taxes:	
Recommendations by President in Budget-----	993, sec. 202
State-----	56
Taxicab:	
Fares. (<i>See Fares.</i>)	
Hire-----	33 <i>e</i>
Hire, not allowed, cases-----	36 <i>f</i> , 1-4
Public necessity, per diem-----	36 <i>f</i>
Technical manuscripts, publication-----	581
Telegrams:	
Address and signature free-----	83
And cablegrams, subvoucher required-----	49 <i>h</i>
Classification before forwarding to office-----	699
Copies as receipts-----	49 <i>h</i>
Copy necessary-----	39
Day letters-----	81
Deferred service rates-----	39
Figures in-----	81
From field headquarters, paid-----	39

Telegrams—Continued.

	Paragraph
Government rate-----	39
Identification cards-----	39
Indorsement of and payment for-----	39
Initialing requirement-----	699
Night letters, rates-----	81
Numbers in-----	81
Ordinal numbers in-----	81
Personal-----	40
Preparation—	
Accumulation, etc-----	81, 699
Signature of Secretary-----	699
Regarding—	
Illness or death of employees-----	40
Leave, salary, or expense accounts-----	40
Regulations concerning-----	699
Reserving—	
Accommodations, etc-----	33 <i>h</i> (6), 36 <i>k</i>
Berth, "Transportation"-----	52
Hotel accommodations-----	35 <i>g</i>
Hotel accommodations, "Paid"-----	39
Hotel accommodations, per diem-----	35 <i>g</i>
Pullman accommodations, not per diem-----	36 <i>k</i>
Room, subsistence-----	52
Signature-----	81
Signature and address free-----	83
Subsistence-----	33 <i>i</i>
Titles in-----	81
To Weather Bureau-----	39, 83
Unnecessary words-----	81
Unofficial-----	39
Telegraph:	
Accounts—	
Charge-----	39, 82
Procedure-----	82
Code-----	84

Telegraph—Continued.	Paragraph
Messages, station expenses-----	58 <i>d</i>
Rates-----	83
Regulations-----	81-84
Telephone, etc., expenses allowable-----	33 <i>i</i>
Travel expenses allowance-----	33 <i>c</i>
Telephone:	
Long distance-----	33 <i>i</i>
Messages, station expenses-----	58 <i>d</i>
Service, private residences, allowance for-----	938
Telephones:	
Installation-----	705
Messages, travel expense allowance-----	33 <i>i</i>
Private residences-----	85
Rental, station expense-----	58 <i>e</i>
Use for private business-----	706
Temporary:	
Appointments—	
Competitive service in Washington-----	434, 443
Excepted positions, without certifica-	
tion-----	450
Extension-----	447-449
Extension, authority for-----	454
Job service in the field-----	443
Laborers in Washington-----	435
Making permanent-----	436
Pending certification-----	446
Recommendations for-----	455
Regulations-----	453-455
Restrictions-----	433-450
When made permanent-----	436
Without certification-----	450
Assistants, reports on-----	437
Duty—	
In one locality, subsistence-----	33 <i>o</i>
Per diem-----	37 <i>d</i>

Temporary—Continued.

Employees —	Paragraph
Exclusion from retirement act-----	530
Leave of absence-----	487
Service credit-----	563
Employment, retirement deductions-----	548
Per diem employees, holiday pay-----	25
Tennessee , porter fees in-----	<i>33c, 33e</i>
Terminology :	
Committee, duties and authority-----	602
Questions in submission to committee-----	602
Terms :	
Classification act, definitions-----	1005, sec. 2
Meaning of word-----	<i>33i</i>
Territorial :	
And State positions-----	476
Officials, letters to, requirements-----	570
Testimony , refusal to Civil Service Commission-----	<i>407e</i>
The department , meaning of expression-----	<i>203a, 403a</i>
The Secretary , meaning of expression-----	<i>203b, 403b</i>
Thirty-first day , salary-----	20
Thirty-one day months :	
Rent or services-----	10
Salary computation-----	20
Separation from service-----	27
Tickets :	
Or scrip books to be purchased with transportation requests-----	44
Unused portions, refunds on-----	48
Timber :	
Purchasers, deposits, disposal-----	969
Refunds on sales, reports-----	639
Sales, receipts, disposition-----	897
Time :	
Clerks—	
Bureau records to be kept by-----	498
Duties-----	498

Time —Continued.		Paragraph
Element in contracts.....	74	
Of departure and return of employees to be noted.....	117, 508	
Tips. (<i>See Fees.</i>)		
Tires:		
Estimates for.....	653	
Expenditures report.....	632	
Titles:		
Of appropriations for salaries of lump-fund employees.....	627a (2)	
Of employees, determination.....	602	
Toll charges, allowance.....	33k	
Towage , charges on personally owned vehicles.....	33k	
Towel service, station expense.....	58e	
Towels , use in department.....	672	
Trail building equipment, etc., Forest Service.....	59	
Trails , forest:		
Appropriations.....	968, 984, 995	
Expenditures from receipts.....	946, 968	
Reports on.....	640	
Train:		
Fares, allowable.....	33a	
Fees, porter.....	33c	
Trans-Atlantic express shipments.....	89	
Transfer:		
Check for change of Pullmans.....	43	
Of baggage, per diem.....	33e	
Vouchers, settlements to reimburse con- tingent fund.....	72	
Transfers:		
At greater compensation, prohibition, ex- ceptions.....	943	
Coach—		
Fares.....	33e	
Fares not per diem.....	36f	
Interdepartmental.....	458, 459	

Transfers —Continued.	Paragraph
Intradepartmental, method of making-----	458
Of funds-----	6b
Personal—	
Between hotels-----	33e
Between personal suburban residence and depot-----	33e, 36g
Recommendations-----	408, 415
Statutory to lump-fund roll-----	943, 983
To new official station, freight-----	90b
Who may recommend-----	408
Transmittal of funds due United States-----	12
Transocean shipments, freight-----	89
Transportation :	
And communication service, regulations---	78–93
Attendant of injured employee-----	677
Charges. (<i>See Fares.</i>)	
Classified-----	52
Effects of employees-----	90
Expenses, classified-----	35h
In cities or towns-----	52
Injured employees, request-----	677
Joint, reimbursement proportional-----	33r
Lodging to office, as travel expense-----	33h(7)
Of effects, etc., of officers and employees--	90
Parlor-car fare-----	52
Public or regular means of, not available--	33k
Requests—	
Appropriation applying to-----	43
Custody and use of-----	43
For both fare and stateroom-----	43
In hands of employees leaving service--	27
Injured employee and attendant-----	677
Limiting date-----	43
Listed in reimbursement accounts-----	53f
Not to be used for leave, personal business or extra fares-----	43

Transportation—Continued

Requests—Continued	Paragraph
Refusal to accept-----	43
Stateroom on ship-----	43
To be used for \$1 or more-----	43
Unused-----	43
Special subvoucher required-----	49a

Travel:

Accounts—	
Authority for to be verified-----	52d
May be rendered at end of trip-----	53d
Payable from two appropriations-----	53c
Preparation of-----	53
Under actual expenses, sample form-----	57
Under per diem allowance, sample form-----	57
<i>See also</i> Accounts.	
Advance of public funds-----	57
Alaska-----	2a
Annual report, preparation of-----	631
Attendant of injured employee-----	677
Authorization—	
For in Alaska, Canada, or Mexico-----	2a
For secured in advance-----	31
Letters, supply of copies to Accounts Division-----	654
Broken by leave-----	51
By—	
Direct route-----	41
Nonemployees-----	3d
Personally owned auto, not to exceed cost of rail travel-----	33k
Persons not in the employ of United States-----	3d
Water, meals-----	33a
Canada and Mexico, contiguous-----	2a
Cash payments, voucher requirement-----	33b

T ravel—Continued	Paragraph
Direct routes-----	41
Directed by subordinates of bureau chief-----	2f
Employees, report on expenses, business, etc-----	902
Expenditures—	
Leave of absence during-----	51
Meetings and lectures-----	3c
Mexico and Canada, contiguous-----	2a
Report details-----	631
Expenses—	
Actual maximum allowance-----	33
Allowance-----	936
Authorization, requirement, and form-----	31-32
Classified-----	52
Emergency-----	31
Employees as witnesses-----	688c
Injured employee-----	677
Incident to reporting for duty-----	16
Items included in per diem-----	35
Items not included in per diem-----	36
Joint-----	30l
Legitimate itemized-----	33a, s
Per diem in lieu of subsistence-----	34
Regulations-----	31-57
Rent of room for official business-----	42-49
Rules governing per diem allowance-----	37
Foreign, use of American ships-----	719
Leave of absence during-----	51
Letters, transmittal to Secretary-----	654
Mileage purchase by department-----	901
Of employees, by personally owned auto-----	33k
Official—	
Authority for-----	2-4
Passports, issuance-----	718
Outside continental United States-----	3a
Paid from contingent fund-----	3b

Travel —Continued	Paragraph
Per diem in lieu of subsistence, rates fixed by Secretary-----	4
Personally owned auto-----	90c
Reporting for duty, expense requirements-----	16
Reports-----	631
Rules governing-----	38-49
Sundays and holidays preceding and fol- lowing-----	33s
Temporary duty-----	33o
To be paid from contingent fund-----	3b
To meetings, etc-----	3c
Typewriting and stenographic services-----	33n
While on leave, interrupted official trip to be shown-----	51
Within continental United States-----	2a
<i>See also</i> Authorization, travel.	
Traveling:	
Employees, per diem allowance-----	956
Expenses—	
Classification-----	52
Road construction, report-----	640d, e
Treasury —	
Comptroller—	
Duties, etc., transfer----- 993, secs. 301, 315	
Duties in adjusting public accounts--- 864	
Office abolished----- 993, sec. 301	
Conditions, estimates----- 993, sec. 201	
Department, Bureau of the Budget, crea- tion----- 993, sec. 207	
Directions for keeping accounts----- 864	
Fiscal year, beginning----- 808	
Trucks , exclusion from:	
Estimates-----	653
Vehicles report-----	632
Tuberculosis , employees afflicted, regulations-----	674
Type , size and style in publications-----	601

Typewriters:	Paragraph
And stenographers, requests for certifica-	
tion, conditions-----	410
Duplicating machines, and other apparatus,	
exchanges-----	239
Exchange, report by bureaus-----	633, 963
Typewriting services, hire of-----	<i>33n</i>
Typists, certification requests-----	410
 Unclassified:	
Employees—	
Exclusion from retirement act-----	531
Reinstatement-----	472
Field service appointments-----	431
Laborers, classified work-----	479
Positions, exception from examination-----	450
Unfitness, as disqualification for appointment-----	407 <i>b</i>
United States:	
Commissioner, administration of oath in	
cases-----	14
Employees' Compensation Committee-----	974,
	secs. 28-38
Unskilled laborers, duties and assignments-----	479
Useless:	
Documents, disposal, order-----	703
Papers—	
Accumulation, use of term-----	873
Report-----	634
Report and disposition-----	855
Sale as waste-----	899
Vacancies:	
Clerical positions-----	427
Permanent field force, certifications-----	427
 Vehicles:	
And—	
Drivers, hire of-----	33 <i>j</i>
Horses, field parties, hire-----	33 <i>l</i>

Vehicles—Continued

Automobile—	Paragraph
Hire-----	33j
Operating expenses allowed-----	33k
Automobiles furnished by Forest Service-----	59
Bicycle hire-----	33j
Care of-----	33j
Exchanges, recommendations-----	653
Freight, exclusion from reports-----	632
Furnished by Forest Service-----	59
Hire of, when allowed-----	33j
Hired—	
Care of-----	33j
Feed and stabling of horses-----	33j
Subsistence of driver-----	33j
Maintenance, estimates-----	627a(6)
Motor—	
Exchange or sale permitted-----	249
Expenditures, report-----	1003
Furnished by forest officers, housing and hire-----	59
Mileage rates-----	1004
Or horse-drawn, etc., purchase, repair, etc., allotments for -----	653
Passenger-carrying, purchase of, au- thority required-----	64
Transportation of effects, etc., of officers and employees-----	90
Truck shipment, personal property-----	90
Motor cycle—	
Hire-----	33j
Operating expenses-----	33k
Passenger, exchange-----	978
Passenger-carrying—	
Motor-driven, purchase of-----	2e, 64
Purchase, restriction-----	954

Vehicles—Continued

Personally owned—	Paragraph
Actual operating expenses for use of	33k
Mileage rates for use of	33k
Storage	33k
Towage	33k
Persons for whom intended, statement in estimates	627a (6)
Privately owned, allowance for	415
Purchase—	
Etc., statement in estimates	627a (6)
Of passenger-carrying	2e, 64
Or exchange, conditions governing	653
Report of expenditures	632
Use for employees	886, 888
Used parts, exchange	990

Veterans:

Excess compensation	1005, sec. 6
Preference in appointments, disregard	415

See also Ex-service men.

Virgin Islands, employees, cumulative leave 484, 987**Voluntary:**

Observers, meteorological instruments	858
Service, excess of provision	832, 850

Vouchers:

Disputed questions regarding	6c
Field printing, routine of	624

In—

Case of transfers of funds	6b
Excess of limits, approval by Secretary	64

Nature and uses	6c
Pay—	

Deductions for retirement fund	566
Preparation and requirements	566

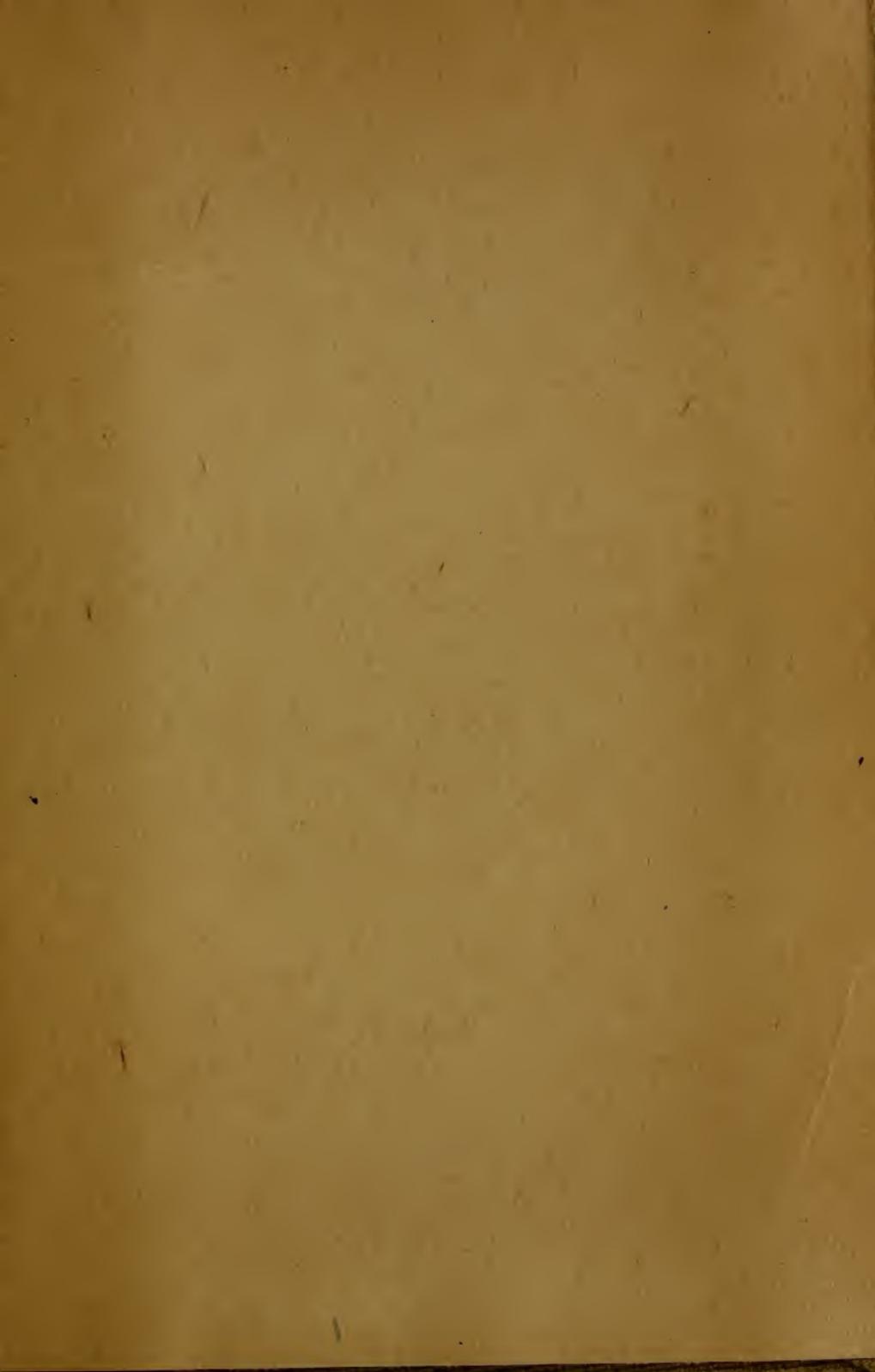
Sample forms	57
Sub, when required	49

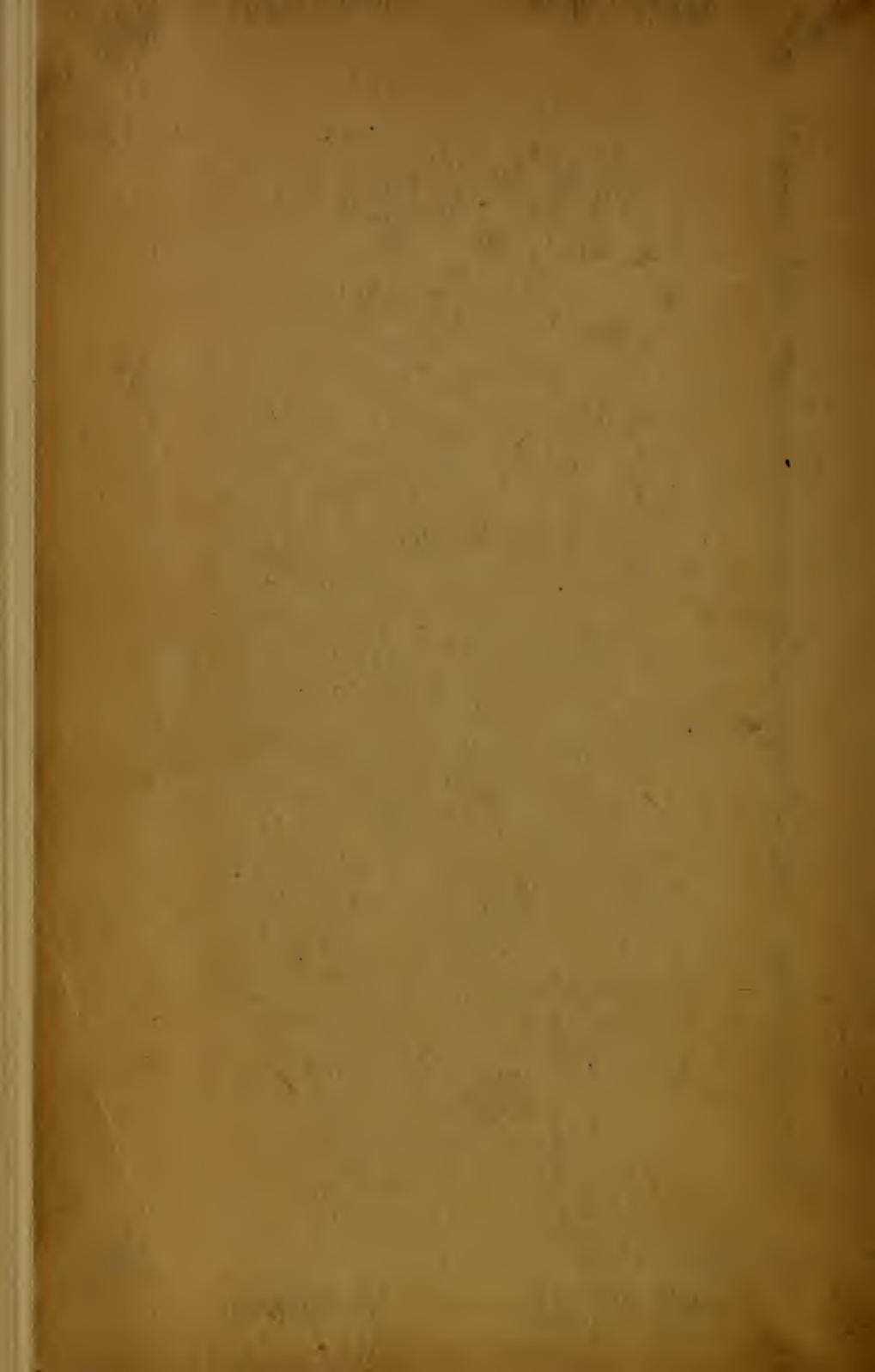
See also Accounts.

	Paragraph
Waiter fees -----	<i>33h (2), 35c</i>
Waivers -----	<i>5d</i>
Waste:	
Of funds, prohibition-----	<i>5c</i>
Paper, sale by department-----	<i>899</i>
Waste-paper baskets, use by employees -----	<i>708</i>
Water, station expense -----	<i>73</i>
Waters, analyses for private parties -----	<i>702</i>
Weather:	
Bureau—	
Maps and duplications, sale of sur- plus-----	<i>245</i>
Publications, sale by department-----	<i>894</i>
Telegrams-----	<i>39, 83</i>
Observers, meteorological instruments-----	<i>858</i>
Service, transfer to Agriculture Depart- ment-----	<i>858</i>
Widow, disabled employee, compensation -----	<i>974,</i> <i>sec. 10c</i>
Widows of veterans, reinstatement -----	<i>472c</i>
Wireless messages, subsistence -----	<i>33i</i>
Witnesses, employees, restrictions and duties -----	<i>688</i>
Work:	
Condition of-----	<i>655</i>
Cooperative, financial matters in connec- tion with-----	<i>643</i>
Date of beginning, contract-----	<i>74</i>
Duplicated, report-----	<i>972</i>
Eight-hour day-----	<i>837</i>
For bureaus, payment to mechanical shops-----	<i>998</i>
Mechanical shop-----	<i>714</i>
New lines of-----	<i>647</i>
Performance of, control and bond in con- nection with-----	<i>73</i>
Private individuals, firms, etc-----	<i>661</i>

	Paragraph
Workers , agricultural, free publications for-----	607
Workmen , eight-hour day-----	837
 Yearbook:	
And its separates, nonserial status-----	582 <i>b</i>
Contents-----	586
Zoological specimens, sale at cost-----	244, 944







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